User's Manual

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(July 2003)

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Table of Contents

Preface v

1 Getting Started 1

1.1 Hardware Features 1
Front Components 1
Back Components 3
Right-Side Components 4
Top Components 5
Bottom Components 5
USB Cradle 6
1.2 Setting Up Your Pocket PC for Use 7
Performing Initial Startup 7
Connecting to AC Power and Charging the Battery 8
1.3 Turning Your Pocket PC On and Off 9
Turning Off to Suspend 9
Turning On to Resume 9
1.4 Installing Microsoft ActiveSync 10
1.5 Expanding Your Pocket PC 12
Using a SD/MMC Card 12
Using a CompactFlash Card 13
Accessories 13

2 Basic Skills 14

2.1 Using the Stylus 14
2.2 Using the Navigation Button 15
2.3 Using the Scroll Dial 15
2.4 Today Screen 16
Status Icons 17
2.5 Navigation Bar and Command Bar 18
2.6 Running Programs 19
2.7 Pop-up Menus 20
2.8 Notifications 20
2.9 Entering Information 21

Entering Text Using the Input Panel 21
Writing on the Screen 23
Drawing on the Screen 26
Recording a Message 28
Using My Text 30

3 Managing Your Pocket PC 31

3.1 Managing Power 31
Low Battery Signals and Actions 31
Smart Power Management 32
Power-Saving Tips 34
3.2 Managing Memory 35
Storage and Program Memory 35
Additional Memory 35
3.3 Customizing Your Pocket PC 36
3.4 Security 38
Setting a Password 38
Certificates 38
3.5 Finding and Organizing Information 39
3.6 Backing Up Data 40
3.7 Adding or Removing Programs 40
Adding Programs 40
Removing Programs 42

4 Microsoft Pocket Outlook 43

4.1 Calendar: Scheduling Appointments and Meetings 43
Creating an Appointment 44
Using the Calendar Summary Screen 45
Creating Meeting Requests 46
4.2 Contacts: Tracking Friends and Colleagues 47
Creating a Contact 47
Finding a Contact 49
Using the Contacts Summary Screen 49
4.3 Tasks: Keeping a To Do List 50
Creating a Task 51
Using the Tasks Summary Screen 52
4.4 Notes: Capturing Thoughts and Ideas 53
Creating a Note 54
4.5 Inbox: Sending and Receiving E-mail Messages 55
Synchronizing E-mail Messages 55
Connecting Directly to an E-mail Server 56
Using the Message List 57
Composing and Sending Messages 59

Managing Email Messages and Folders 60

5 More Programs 63

5.1 Microsoft ActiveSync 63
Ways of Connecting to Your Desktop Computer.....64
Synchronizing Data.....64
5.2 Pocket Word 67
Creating a Document.....67
Working with Pocket Word Documents 69
5.3 Pocket Excel 70
Creating a Workbook 70
Working with Pocket Excel Workbooks 71
5.4 MSN Messenger 72
Setting Up to Use MSN Messenger.....73
Working with Contacts 73
Chatting with Contacts.....74
5.5 Windows Media Player for Pocket PC.....75
5.6 Microsoft Reader 76
Getting Books for Your Pocket PC 76
Using the Library.....76
Reading a Book 77
Using Reader Features.....78
Removing a Book 79
5.7 Pictures.....80
5.8 Additional Programs 81
eBackup.....81
E-Viewer 82

6 Getting Connected 85

6.1 About Connections 85
6.2 Wireless Network Connection.....85
Setting Up a Wireless Network.....85
Configuring Authentication Settings 86
Starting and Ending the Wireless Network Connection.....87
Using the Pocket PC as a USB Dongle.....87
6.3 Modem Connection.....88
Starting and Ending a Modem Connection.....88
6.4 Network (Ethernet) Card Connection 88
Creating a Network Card Connection.....89
Starting and Ending a Network Card Connection.....89
6.5 Bluetooth.....90
Selecting Bluetooth Mode.....90
Bluetooth Information Exchange 91

Bonding with Other Devices 91
Using a Bluetooth Phone as a Modem 93
Turning off Bluetooth 94
6.6 Transferring Items Using Infrared 94
Sending Information 94
Receiving Information 95
6.7 Using Microsoft Pocket Internet Explorer 96
Viewing Mobile Favorites and Channels 96
Browsing the Internet 97
The Mobile Favorites Folder 97
Using AvantGo Channels 99

7 Troubleshooting and Maintenance 101

7.1 Resetting Your Pocket PC 101
7.2 Restoring Factory Default State 102
7.3 Power Problems 103
7.4 Memory Problems 103
7.5 Screen Problems 105
7.6 Connection Problems 106
Cradle Connection Problems 106
Infrared Connection Problems 106
Modem Connection Problems 107
Network Connection Problems 107
7.7 Taking Care of Your Pocket PC 109
General Guidelines 109
Travel Guidelines 110

A Regulatory Information 111

A.1 Class B Regulations 111
A.2 European Notice 112
A.3 About the AC Adapter 113
A.4 About the Battery 114
A.5 About the Infrared LED 114
A.6 About the Electrostatic Discharge 114

Preface

Welcome

Congratulations on purchasing this Windows® Powered Pocket PC. Due to the size and capabilities of the device, you can keep your most important business and personal information up-to-date and close at hand. Microsoft® ActiveSync® increases the power of your Pocket PC by allowing you to synchronize the information on your desktop or Microsoft Exchange Server with your Pocket PC. Picture yourself in the following situations:

- While walking with a colleague, your cell phone rings and your boss asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your Pocket PC and instantly see a list of today's appointments and meetings. You are quickly able to tell the boss your available times. For more information on scheduling appointments and meetings, see Chapter 4.
- You are meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your desktop computer and then synchronize it with your Pocket PC. At dinner, you pull out your Pocket PC and review your movie options with your friends. For more information on downloading Web pages to your device, see section 6.7.
- A Calendar reminder alerts you that it is time to catch the bus. You grab your Pocket PC and catch the bus just in time. Because ActiveSync keeps the information on your Pocket PC up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes and your e-mail message responses to your desktop computer. For more information on ActiveSync, see section 5.1.

- You Pocket PC incorporates wireless network capability. You can connect to the network without physical cables any time as long as you are within the range of a wireless network. For information on wireless network, see section 6.2.
- Your Pocket PC incorporates Bluetooth capability, allowing you to conveniently exchange information between Bluetooth devices. For information on Bluetooth, see section 6.5.

About this Manual

This manual contains comprehensive information of your Pocket PC to help you operate the device.

Throughout the manual, the following conventions are used to distinguish elements of text.

> **NOTE:** provides additional hints or information that requires special attention.

> **CAUTION:** identifies important information which, if not followed, may result in loss of data or damage to your device.

Any name of menu, command, icon or button that you can see on the screen is shown in a bold typeset. For example:

On the **Start** menu, tap **Settings**.

Where to Find Information

For information on	See this source
First time startup	*Quick Start Guide*
Programs on your Pocket PC	This *User's Manual* or online Help on your Pocket PC
Additional programs that can be installed on your Pocket PC	Companion CD or other CD(s) supplied with your Pocket PC
Connecting to and synchronizing with a desktop computer	Section 5.1 of this manual or ActiveSync Help on your desktop computer
Troubleshooting	Chapter 7 of this manual or online Help on your Pocket PC
Last-minute updates and detailed technical information	The Read Me files in the "Microsoft ActiveSync" folder on your desktop computer or the Pocket PC Companion CD.
The latest on Windows Powered Pocket PCs	The Microsoft Mobile Devices Web site: www.pocketpc.com

1 Getting Started

This chapter introduces you to the external components of your Pocket PC and guides you through the process of setting up your Pocket PC for use.

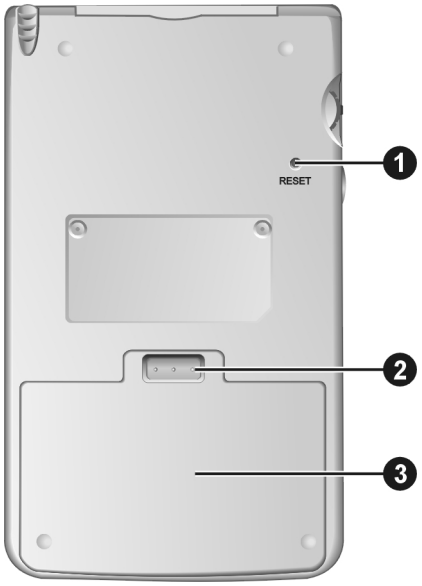
1.1 Hardware Features

The illustrations below introduce you to the various buttons, connectors, ports and features of your Pocket PC.

Front Components

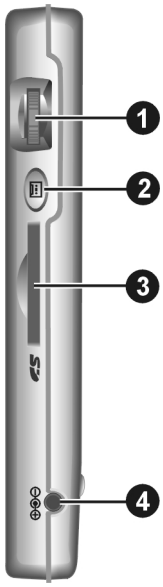
Ref	Component	Description
❶	**Touch Screen**	Displays the output of your Pocket PC. Tap the screen with the stylus to select menu commands or enter information.
❷	**Program Buttons**	Each of the four buttons provides a quick way to run a specific program. By default, they are **Notes**, **Contacts**, **Calendar** and **Tasks** buttons. The buttons are customizable.
❸	**Power Button**	Turns your Pocket PC on or off by pressing briefly.
		Turns the screen backlight off by pressing and holding.
❹	**Navigation Button**	Moves up, down, left or right by pushing the button toward the corresponding direction.
		Selects by pressing.
❺	**Speaker**	Sends out music, sounds and voice.
❻	**Charge Indicator**	Steady amber indicates that battery charging is in progress.
		Steady green indicates that the battery is fully charged.
❼	**Notification Indicator**	Flashing red informs you of scheduled appointments, alarms and reminders.
		Steady green indicates wireless network is in use.

Back Components



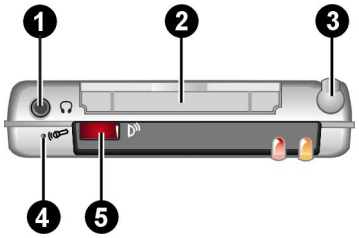
Ref	Component	Description
❶	**Reset Button**	Restarts your Pocket PC.
❷	**Battery Lock**	Locks the battery in place.
❸	**Battery**	Supplies power to your Pocket PC when external power is not connected.

Right-Side Components



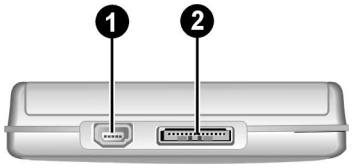
Ref	Component	Description
❶	**Scroll Dial**	Moves up or down in the menu by rotating up or down.
		Enters the selection by pressing.
❷	**Record Button**	Records voice notes by pressing and holding.
❸	**SD/MMC Slot**	Accepts an SD (Secure Digital) or MMC (MultiMediaCard) card for removable storage.
❹	**Power Connector**	Connects to the AC adapter if you are not using the cradle.

Top Components



Ref	Component	Description
❶	**Headphone Connector**	Connects to a pair of stereo headphones.
❷	**CompactFlash Slot**	Accepts a CompactFlash card for enhanced functions.
❸	**Stylus**	Tap on the touch screen to make selections and enter information. Pull the stylus out of its slot to use and store it in the slot when not in use.
❹	**Microphone**	Receives sound and voice to record voice.
❺	**IR Port**	Beams files to other mobile devices.

Bottom Components



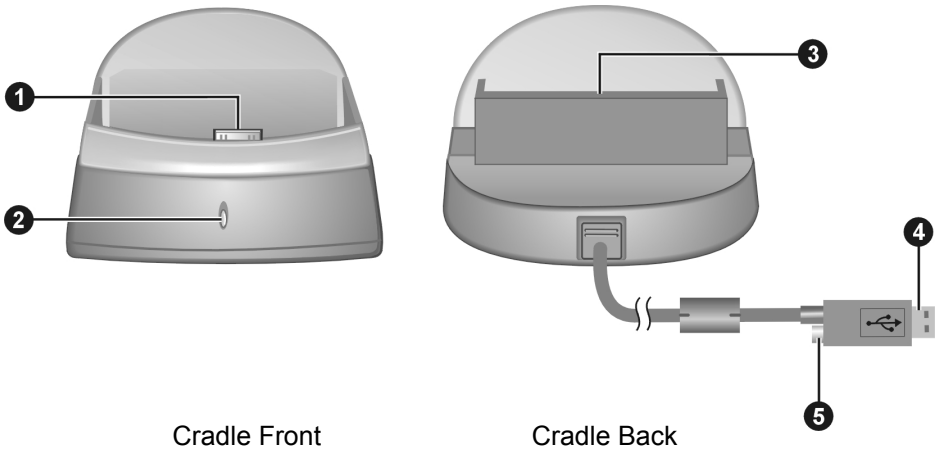
Ref	Component	Description
❶	**Mini-USB Connector**	Connects to a USB peripheral device through a converter.
❷	**ActiveSync Connector**	Connects to your desktop compute for synchronizing data.

NOTE:

- By default, the mini-USB connector is not enabled. Enable the connector before using a USB device. (See "Smart Power Management" in section 3.1 for instructions.)
- Before connecting a USB device, make sure that the device is compatible with your Pocket PC. You may need to install specific USB drivers supplied by the product manufacturer.

USB Cradle

The USB cradle provides a convenient way to charge your Pocket PC and synchronize data with a desktop computer.



Cradle Front Cradle Back

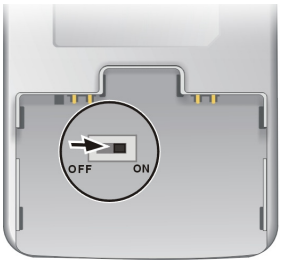
Ref	Component	Description
❶	**Pocket PC Connector**	Connects to your Pocket PC.
❷	**Battery Charge Indicator**	Glows when the additional battery is being charged and turns off when the battery is fully charged.
❸	**Battery Connector**	Accepts an additional battery (available as an accessory) for charging.
❹	**USB Connector**	Connects to the USB port of a desktop computer for data synchronization.
❺	**Power Connector**	Connects to the AC adapter.

1.2 Setting Up Your Pocket PC for Use

Performing Initial Startup

Initial startup includes setting the backup battery switch, installing the battery, and completing the Welcome Wizard.

1. The backup battery switch should be set to the ON position for normal operation. Pull out the stylus and use it to slide the battery switch in the battery compartment to the ON (right) position.



> **CAUTION:** Always leave the backup battery switch in the ON position for normal operation. Changing the switch will cause your data to be lost.

2. Fit the battery into the compartment. The battery lock should click into place.

3. Your Pocket PC will automatically turn on and display the "Welcome" screen.

> **NOTE:** In case your Pocket PC didn't automatically turn on, use the stylus to firmly press the RESET button at the back of your Pocket PC to turn it on.

4. To begin the “Welcome” Wizard, tap the screen with the stylus and follow the onscreen instructions to complete the wizard. The wizard presents a brief orientation to Microsoft® Windows® for Pocket PC, helps you align the touch screen and prompts you to select your city and time zone.

Connecting to AC Power and Charging the Battery

Fully charge the battery before starting to use your Pocket PC for the first time.

1. Connect to AC power. You can connect either with or without the cradle.

   With the cradle

   ❶ Slide your Pocket PC into the cradle.
   ❷ Connect the appropriate end of the AC adapter to the power connector on the cradle cable.
   ❸ Plug the other end of the AC adapter into a wall outlet.

   Without the cradle

   Connect the appropriate end of the AC adapter to the power connector on the left side of your Pocket PC and the other end into a wall outlet.

2. The charge indicator glows amber when charging is in progress. Do not disconnect your Pocket PC from AC power until the battery is fully charged, as indicated by the amber indicator turning into green. This will take a couple of hours.

> **NOTE:** It is recommended that you keep charging for at least 24 hours when charging your Pocket PC for the first time. This ensures the backup battery in a fully-charged state.

Whenever possible, keep your Pocket PC connected to the AC adapter and a power source. Doing so keeps the battery charged.

1.3 Turning Your Pocket PC On and Off

After the initial startup, your Pocket PC enters a suspend state when you turn it off and resumes when you turn it on.

Turning Off to Suspend

You suspend your Pocket PC by briefly pressing the power button on the side of your Pocket PC.

By default, your Pocket PC will also automatically suspend after 3 minutes of inactivity when operating on battery power. (To change these settings, tap → **Settings** → **System** tab → **Power** icon → **Advanced** tab.)

Turning On to Resume

You resume your Pocket PC by briefly pressing the power button. You can also press one of the program buttons to resume.

> **NOTE:** If you just removed and replaced the battery door, you can turn on you Pocket PC only with the power button.

1.4 Installing Microsoft ActiveSync

You can use Microsoft ActiveSync technology to synchronize information on your desktop computer and/or a Microsoft Exchange Server with the information on your Pocket PC. ActiveSync compares the information on your Pocket PC with the information on the desktop computer and/or the server and updates all locations, keeping you up-to-date with the most recent information.

ActiveSync is already installed on your Pocket PC. You need to install ActiveSync on your desktop computer. Follow the procedure below:

> **CAUTION:**
> - Before installation, make sure that you have Microsoft Outlook installed on your desktop computer. If you do not have Outlook or your version of Outlook is earlier than the version provided on the Companion CD, install Outlook from the Companion CD.
> - Do not connect your Pocket PC to your desktop computer before ActiveSync is installed.
> - During the New Partnership setup, select "Synchronize with this desktop computer." Do not select "Synchronize with Microsoft Mobile Information Server and/or this desktop computer" unless you are sure that your company is running Microsoft Mobile Information Server 2002 or later. Contact your network administrator or ISP for detailed information.

1. Turn on your desktop computer.
2. Insert the Companion CD into the CD-ROM drive of your desktop computer.
3. Click the arrow on the first screen to enter the main screen and click Start Here.
4. In the "Start Here" screen, click Install ActiveSync 3.7 on the left column.
5. In the "Install ActiveSync 3.7" screen, click Install to start installation.
6. In the "File Download" screen, click Open if your operating system is Windows XP or click Run this program from its current location if your operating system is Windows 2000/Me/98.
7. Follow the onscreen instructions to install ActiveSync.
8. When prompted, connect your Pocket PC to your desktop computer. Slide your Pocket PC into the cradle. Connect the cradle cable to a USB port on your desktop computer.

9. The “Add New Hardware Wizard” should automatically install the USB driver. (If you need to specify the location of the driver, click **Browse** and select the CD-ROM drive containing the Companion CD.)

10. Follow the onscreen instructions to establish a partnership and synchronize your Pocket PC with your desktop computer.

After your first synchronization, the data you have stored on your desktop computer such as Calendar, Contacts and Tasks is copied to your Pocket PC. You are now ready to take it along with you when you go.

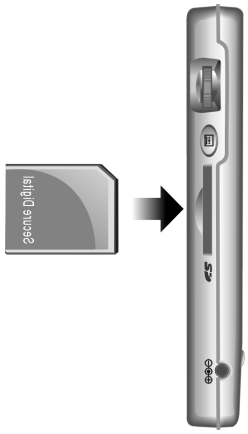
For more information on ActiveSync, see section 5.1.

1.5 Expanding Your Pocket PC

Using a SD/MMC Card

Your Pocket PC has a SD/MMC slot where you can insert an optional Secure Digital or MultiMediaCard storage card. With the removable memory, you can store or backup your data and exchange data with other devices. In addition, the slot supports SD IO card that is compliant with the bsquare solution.

To use a SD/MMC card, insert it into the slot, with the connector pointing to the slot and its label facing the front of the Pocket PC. Follow the instructions supplied with the card for more information.



To remove a card, first make sure that no application is accessing the card, then slightly push the top edge of the card to release it and pull it out of the slot.

NOTE:

- A storage card is also called a memory card.
- Make sure that no foreign objects enter the slot.
- Keep a SD or MMC card in a well-protected box to avoid dust and humidity when you are not using it.

Using a CompactFlash Card

Your Pocket PC has a CompactFlash slot where you can insert a CompactFlash Type I or II card. You can use a CompactFlash card for functions such as memory, storage, modem and network.

To use a CompactFlash card, insert it into the slot, with the connector pointing to the slot and its label facing the front of the Pocket PC. Follow the instructions supplied with the card for more information.

To remove a card, first make sure that no application is accessing the card, then pull the card out of the slot.

> **NOTE:**
> - Make sure that no foreign objects enter the slot.
> - Keep a CompactFlash card in a well-protected box to avoid dust and humidity when you are not using it.

Accessories

By purchasing accessories designed for your Pocket PC, you can expand the capabilities of your Pocket PC, replace lost parts or facilitate your operation.

> **NOTE:**
> - Contact your dealer for the availability of accessories from the Pocket PC manufacturer.
> - The use of unauthorized accessories will void your Warranty.

Depending on your choice of purchase, you may already have the following accessories:

- **Protective Cover**
  Store your Pocket PC in the cover when you are carrying it on the road.
- **Headphone**
  Use the headphone to output the sound and voice from your Pocket PC.
- **Mini-USB Converter**
  With the converter, you can connect a USB device to your Pocket PC.

For detailed information on using the accessories, see the instructions supplied with the accessories.

2 Basic Skills

This chapter familiarizes you with the basic operations of your Pocket PC such as using the stylus, navigation button, scroll dial, Today screen, menus and programs. You will also know how to enter information.

2.1 Using the Stylus

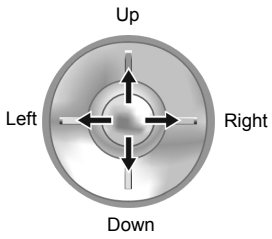
The stylus is your tool for communicating with your Pocket PC. You use it to navigate and select objects on the screen.

Pull the stylus out of the slot and extend it for ease of use. Store it in the slot when not in use.

- **Tap**
  Touch the screen once with the stylus to open items and select options.
- **Drag**
  Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold**
  Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.

2.2 Using the Navigation Button

With the navigation button, you can move up, down, left and right within a menu. This is particularly useful for one-hand operation.

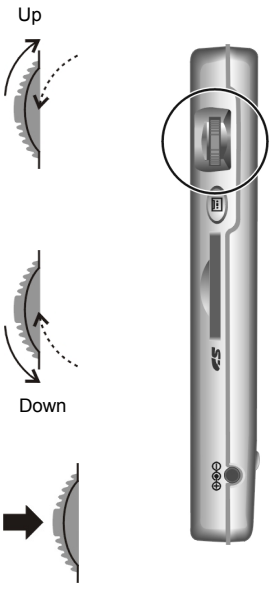


To move in a direction, simply push the button toward the corresponding direction.

To activate the selected item, press the button.

2.3 Using the Scroll Dial

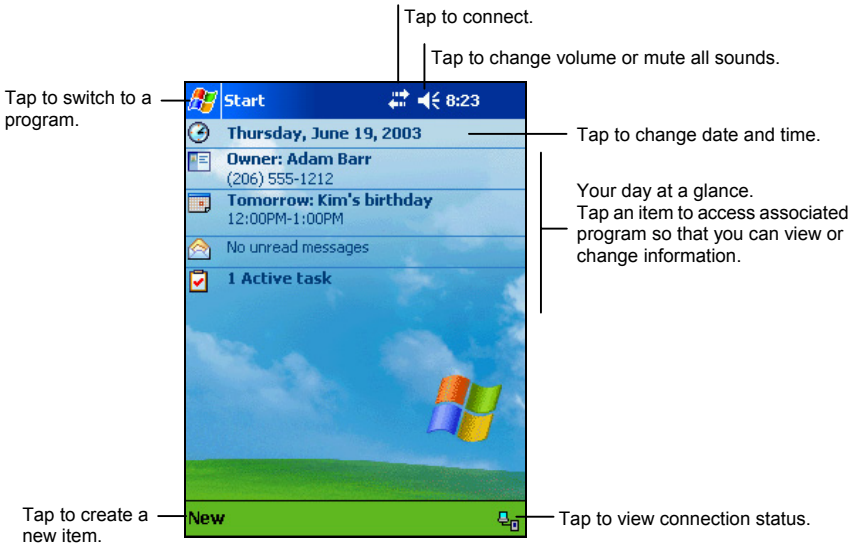
With the scroll dial, you can scroll within a menu and activate the selected item. This is particularly useful for one-hand operation.



- To scroll up or backward within a menu, rotate the scroll dial upward and then release it.
- To scroll down or forward within a menu, rotate the scroll dial downward and then release it.
- To activate the selected item, press the center of the dial.

2.4 Today Screen

When you turn on your Pocket PC for the first time each day (or after 4 hours of inactivity), you will see the Today screen. You can also display it by tapping and then **Today**. On the Today screen, you can see at a glance important information for the day.



NOTE: You can customize what is displayed on the Today screen by tapping → **Settings** → **Personal** tab → **Today** icon.

Status Icons

When the Today screen is displayed, you may see the following status icons on the Navigation bar or Command bar. In most cases, you can tap a status icon to display the associated control panel or more information related to the item. For example, tap a battery status icon to open the Power control panel.

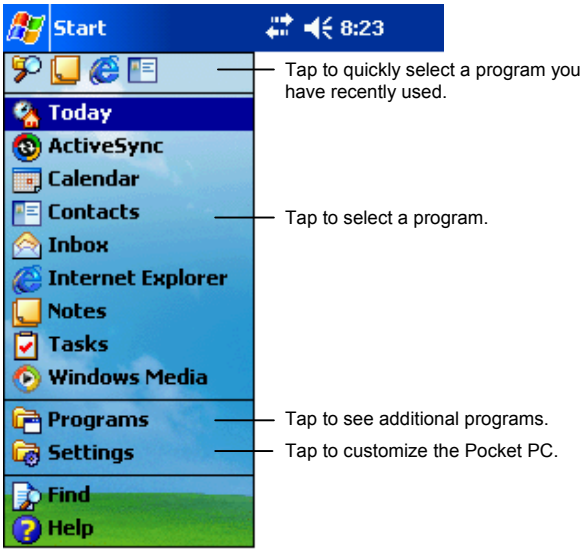
Upper Icons	Meaning
	Speaker is on.
	Speaker is off.
	Battery is charging.
	Battery is low.
	Battery is very low.
	Battery is fully charged.
	One or more e-mail messages were received.
	Connection is active.
	Connection is not active.
	More icons to be displayed than there is room to display them. Tap the icon to view all status icons.

Lower Icons	Meaning
	Connected to a desktop computer.
	None of the below functions is activated.
	Wireless network is activated.
	Bluetooth is activated.
	USB Dongle is activated.

2.5 Navigation Bar and Command Bar

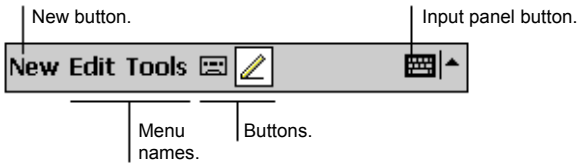
The Navigation bar is located at the top of the screen. It displays the active program and current time and allows you to switch programs and close screens.

The Navigation bar and Start menu:



Use the Command bar at the bottom of the screen to perform tasks in programs. The Command bar includes menu names, buttons and the Input panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.

The Command bar:



2.6 Running Programs

You can switch from one program to another during your work session without closing any program. To switch to a program, you can:

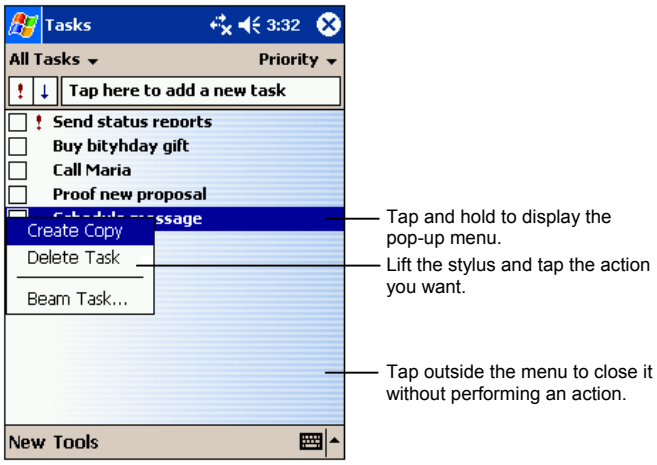
- Tap at the left-top corner of the screen and select from the Start menu. (To customize which programs you see on the Start menu, tap → **Settings** → **Personal** tab → **Menu** icon.)
- Tap and then tap **Programs** to access additional programs. Tap the program icon to run a program.
- Press a program button on the front of your Pocket PC. The icons on the buttons identify the default programs they are associated with. (To customize which programs are associated with the buttons, tap → **Settings** → **Personal** tab → **Button** icon.)

The table below contains a partial list of the programs and their icons.

Icon	Program	Description
	ActiveSync	Synchronize information between your Pocket PC and desktop computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive email messages.
	Pocket Internet Explorer	Browse Web and WAP sites and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings and recordings.
	Tasks	Keep track of your tasks.
	Windows Media	Play digital audio and video files.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your desktop computer.
	Pocket Word	Create new documents or view and edit Word documents created on your desktop computer.

2.7 Pop-up Menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact or send an email message to a contact. The actions in the pop-up menus vary from program to program. To access a pop-up menu, tap and hold the stylus on the name of the item that you want to perform the action on. When the menu appears, lift the stylus and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.



2.8 Notifications

Your Pocket PC reminds you in a variety of ways when you have something to do. For example, if you have set up an appointment in Calendar, a task with a due date in Tasks or an alarm in Clock, you will be notified in any of the following ways:

- A message appears on the screen.
- A sound, which you can specify, is played.
- The notification indicator flashes in red.

To choose reminder types and sounds for your Pocket PC, tap → **Settings** → **Personal** tab → **Sounds & Notifications** icon.

2.9 Entering Information

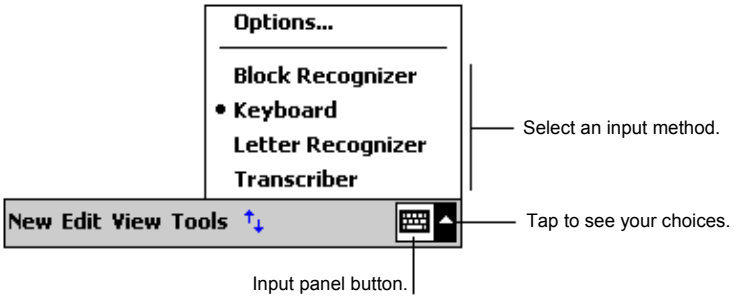
You have several options for entering new information:

- Use the Input panel to enter typed text, either by using the soft keyboard or other input methods.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into the microphone to record a message.

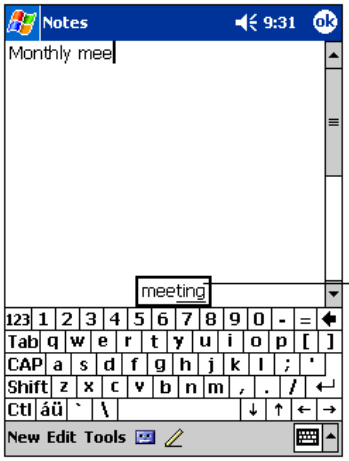
Entering Text Using the Input Panel

Use the Input panel to enter information in any program on your Pocket PC. You can either type using the soft keyboard or write using the soft keyboard, Block Recognizer, Letter Recognizer or Transcriber. In any case, the characters appear as typed text on the screen.

To show or hide the Input panel, tap the **Input panel** button. Tap the arrow next to the Input panel button to see your choices.



When you use the Input panel, your Pocket PC anticipates the word you are typing or writing and displays it above the Input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your Pocket PC, the more words it learns to anticipate.



NOTE: To change word suggestion options, such as the number of words suggested at one time, tap → **Settings** → **Personal** tab → **Input** icon → **Word Completion** tab.

Block Recognizer

With Block Recognizer, you can use the stylus to input characters using strokes that are similar to the Palm™ Graffiti® method.

To type with Block Recognizer:

1. Tap the arrow next to the Input panel button and then tap **Block Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, open Block Recognizer and then tap the question mark next to the writing area.

Letter Recognizer

With Letter Recognizer, you can write letters using the stylus just as you would use a pen on paper.

To type with Letter Recognizer:

1. Tap the arrow next to the Input panel button and then tap Letter Recognizer.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, open Letter Recognizer and then tap the question mark next to the writing area.

Transcriber

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information; then, you pause and let Transcriber change the written characters to typed characters.

To type with Transcriber:

1. Tap the arrow next to the Input panel button then tap **Transcriber**.
2. Write anywhere on the screen.

For specific instructions on using Transcriber, open Transcriber and then tap the question mark in the lower-right corner of the screen.

Writing on the Screen

In any program that accepts writing—such as the Notes program and the **Notes** tab in Calendar, Contacts and Tasks—you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you have written and convert the information to text later.

Writing

To write on the screen, tap the **Pen** button to switch to writing mode. This action displays lines on the screen to help you write.

NOTE: Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

Editing Your Writing

If you want to edit or format writing, you must first select the writing and then edit it.

1. Tap and hold the stylus next to the text you want to select until the insertion point appears. Without lifting, drag the stylus across the text you want to select.
2. You can also select text by tapping the **Pen** button to deselect it and then dragging the stylus across the screen.
3. Tap and hold the selected words and then tap an editing command (cut, copy or paste) on the pop-up menu or tap the command on the **Edit** menu.

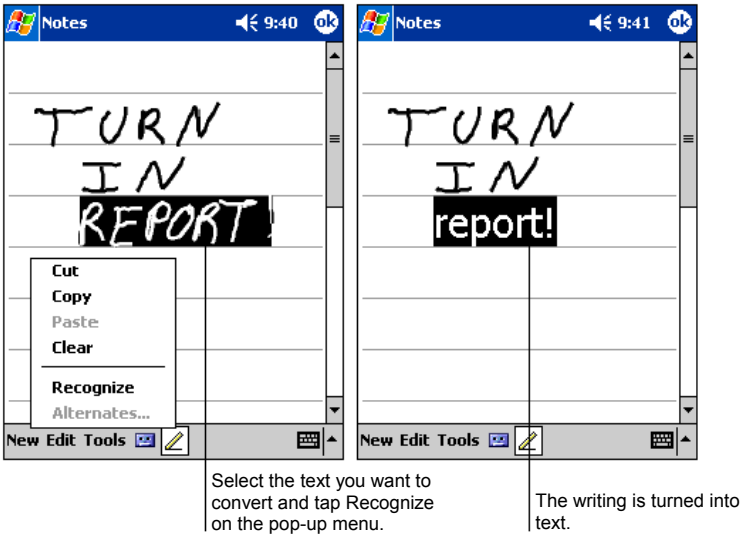
If you accidentally write on the screen, tap **Tools** → **Undo** and try again.

Converting Your Writing to Text

1. If you want to convert only certain words, select them before going to the next step.

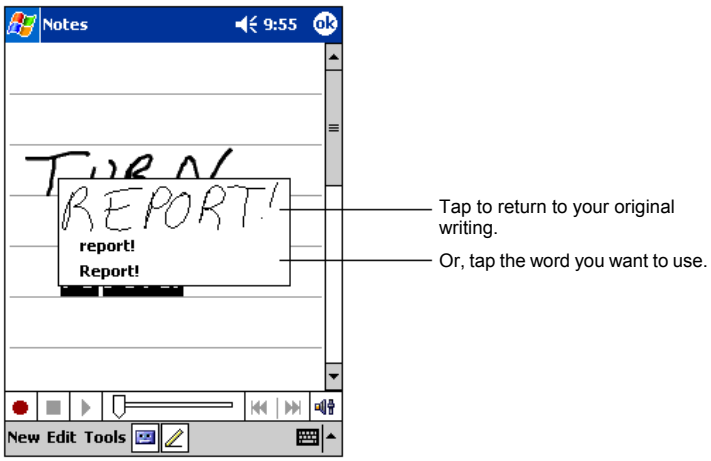
2. To convert writing to text, tap **Tools** → **Recognize** or tap and hold the selected words and then tap **Recognize** on the pop-up menu. Your writing is turned into text.

   If a word is not recognized, it is left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing.

1. Tap and hold the incorrect word (tap one word at a time).
2. On the pop-up menu, tap Alternates. A menu with a list of alternate words appears.
3. Tap the word you want to use or tap the writing at the top of the menu to return to the original writing.



Some tips for getting good recognition are listed below:

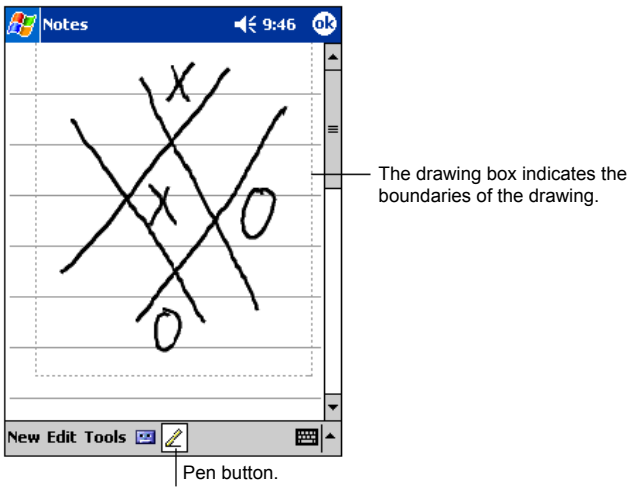
- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, use the **Tools** menu to increase the zoom level to 300%.
- Write the letters of a word close together and leave big gaps between words.
- Hyphenated words, foreign words that use special characters such as accents some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

Drawing on the Screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

Creating a Drawing

1. To create a drawing, cross three ruled lines on your first stroke. A drawing box appears.
2. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.



> **NOTE:** You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then choose a zoom level.

Editing Your Drawing

If you want to edit or format a drawing, you must select it first.

1. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the Pen button and then drag to select the drawings you want.
2. Tap and hold the selected drawing and then tap an editing command (cut, copy or paste) on the pop-up menu or tap the command on the Edit menu.
3. To resize a drawing, make sure the Pen button is not selected and then drag a selection handle.

Recording a Message

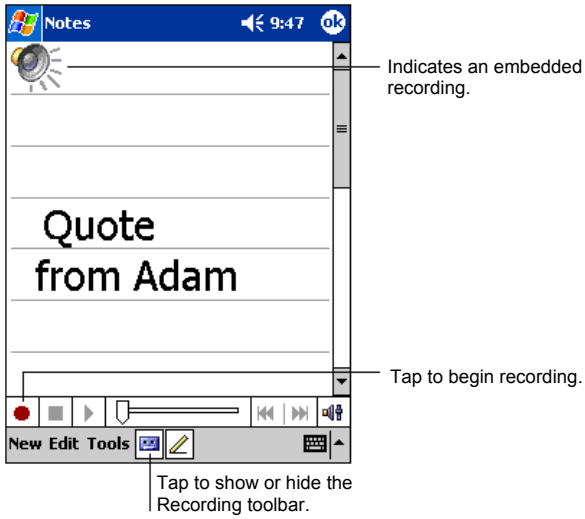
In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders and phone numbers by recording a message. In Calendar, Tasks Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an email message.

To create a recording:

1. Hold the Pocket PC's microphone near your mouth or other source of sound.
2. Press and hold the record button on the side of your Pocket PC. If the speaker is not muted, a beep indicates that your Pocket PC is recording. The Notification indicator glows red while recording is in progress.
3. While holding down the record button, speak into the microphone.
4. To stop recording, release the Record button. Two beeps will sound. The new recording appears in the note list or as an embedded icon.

> **NOTE:** You can also make a recording by tapping the **Record** button on the Recording toolbar.

To play a recording, tap it in the list or tap its icon in the note.



Recording Formats

Your Pocket PC supports several formats for voice notes. The formats vary in both the quality of the recording and the size of the sound file. When selecting a recording format, you should consider the quality you need as well as how much storage memory the recording will use on your Pocket PC.

Not all recording formats are compatible with other software or computers. If you will share your recordings with others or transfer a recording to your desktop computer, be sure to choose a recording format that is supported by the software used to play recordings on the other computer.

The PCM format offers the highest quality recording and is compatible with all Pocket PC models, other Windows-powered mobile devices and desktop computers that use Windows operating systems. The GSM 6.10 format is compatible with all Pocket PC models and other Windows-powered mobile devices, but may not work with desktop computers.

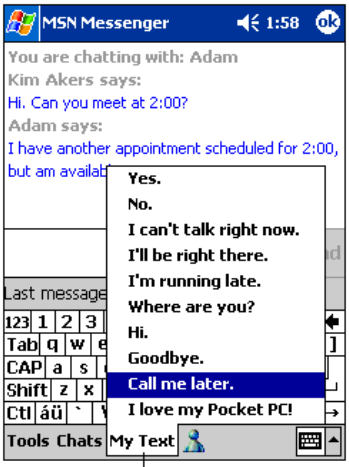
To select a recording format:

1. Tap → **Settings** → **Input** icon.
2. On the **Options** tab in the Input control panel, select a voice recording format from the drop-down list.

The list of recording formats on your Pocket PC indicates the sample rate, whether the format is stereo or mono and how much storage memory is required per second of recording. You may need to experiment with different sample rates and formats to determine which format best suits your voice.

Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and then tap a message.



> **NOTE:** After inserting a My Text message, you can add text to it before you send the message.

To edit a My Text message, tap **Tools** → **Edit My Text Messages**. Select the message you wish to edit and make desired changes.

3 Managing Your Pocket PC

This chapter tells you how to effectively manage power, memory, settings, data and programs of your Pocket PC.

3.1 Managing Power

You must maintain a continuous power supply to your Pocket PC to retain your data, including any information, programs or settings that you added to your Pocket PC.

A fully charged battery should provide power for up to 12 hours of use. The operating time of a fully charged battery depends on how you are using the Pocket PC. Some functions, such as using multimedia or operating a SD/MMC or CompactFlash card, may consume the battery power considerably.

Low Battery Signals and Actions

CAUTION:

- Though your Pocket PC can retain data for 72 hours after its battery runs completely out of power, you must constantly charge the battery of your Pocket PC. This can prevent data loss or damage to the battery caused by the battery's being kept in a discharged state for too long.
- When you recharge the battery upon a warning of low power, you should charge for at least 30 minutes to one hour. If you unplug the AC adapter soon, you may not have sufficient battery power for your operation.

You can monitor the battery power by tapping → **Settings** → **System** tab → **Power** icon. The remaining power is displayed on a status bar in the Power control panel.

When the battery is low, your Pocket PC will pop up a warning message. You should save your data and recharge the battery immediately upon a warning of low power; otherwise your Pocket PC will turn off automatically. You need to

connect the Pocket PC to external AC power for charging before you can use it again. If the battery completely runs out of power, you will lose any information, programs or settings that you added.

Smart Power Management

Supplied with your Pocket PC is a tool called "Mitac Utility." This utility helps you effectively manage power to prolong the battery's operating time.

Tap → **Settings** → **System** tab → **Mitac Utility**. The tool consists of five tabs: **System**, **Smart Battery**, **Wireless**, **WakeUp**, and **FlashDisk**. They are described as below.

System

This page shows the program information. It does not contain any adjustable items.

Smart Battery

Select a mode from the following four options.

- **Auto** Pocket PC will automatically adjust the CPU speed according to the need of the current operation.
- **Low Performance** The CPU always runs at a lower speed, thus extending the battery life.
- **High Performance** The CPU always runs at normal speed, thus providing standard battery life.
- **Superior Performance** The CPU always runs at a high speed, thus shortening the battery life.

Wireless

Select a mode from the following three options.

- **Active Mode** The wireless network module built in your Pocket PC is on at all times after it has been initialized.
- **Power Saving Mode** The wireless network module will automatically enter normal power saving mode whenever appropriate.

- **Deep Power Saving Mode** (default) The wireless network module will automatically enter high power saving mode whenever appropriate.

WakeUp

Check the desired item(s).

- **CF slot powered off during sleep mode**
  Sets if the Pocket PC will stop the power supply to the CompactFlash slot when the Pocket PC is suspended. (The default setting is unchecked.)
- **SD slot powered off during sleep mode**
  Sets if the Pocket PC will stop the power supply to the SD/MMC slot when the Pocket PC is suspended. (The default setting is unchecked.)
- **USB Hub disable**
  Sets if the mini-USB connector is disabled. (The default setting is checked.)

You can also select the events for waking up your Pocket PC. Check the desired item(s). (The default settings are all checked.)

- **Application buttons**
- **Record Button**
- **SD/MMC Card insertion/removal**
- **CF card insertion/removal**
- **USB Plug-In/removal**

FlashDisk

If you wish to format the "My Flash Disk" built into your Pocket PC, check **Format My Flash Disk** and reset your Pocket PC. (For information on My Flash Disk, see section 3.2.)

> **CAUTION:** Formatting will erase all data stored in My Flash Disk.

Power-Saving Tips

Follow these suggestions to maximize the battery's operating time, particularly when you are relying solely on the battery power for extended time periods.

- Suspend frequently.
  By default, the screen backlight will automatically turn off and the Pocket PC will also turn off when it has been idle for a period of time. You can shorten the length of the idle time using → **Settings** → **System** tab → **Power** → **Advanced** tab to set up.
  Press the power button to turn off your Pocket PC when it is not in use, even for a short time. You can also manually turn off the backlight by pressing and holding the power button.

- Turn off functions not needed or adjust settings.
  - ✓ Lower the volume.
  - ✓ Do not enable sounds or light flashing except for the most necessary notifications. (Tap → **Settings** → **Personal** tab → **Sounds & Notifications** icon to set up.)
  - ✓ Remove the SD/MMC or CompactFlash card, if installed, from the slot if you are not using it.

- Avoid power-consuming situations such as:
  - ✓ When connecting your Pocket PC to your desktop computer (Your Pocket PC will not auto-suspend while it is connected.)
  - ✓ When using a modem or other peripheral
  - ✓ When monitoring infrared transfers (Although you can set your Pocket PC to constantly monitor the IR port for files sent from other devices, doing so will quickly drain your battery.)
  - ✓ When playing sound or music
  - ✓ When recording.

3.2 Managing Memory

Storage and Program Memory

Files, settings and data that you add to your Pocket PC are stored in RAM (Random Access Memory). The RAM on your Pocket PC is shared between storage memory and program memory.

- **Storage memory**
  Storage memory is used to store the data you create and additional programs you install.
- **Program memory**
  Program memory is used to run programs on your Pocket PC.

Your Pocket PC automatically manages the allocation between storage and program memory. However, in some situations, such as when the memory is running out, your Pocket PC may not be able to automatically adjust the allocation. (For information on solving memory problems, see section 7.4.)

Additional Memory

Your Pocket PC has an internal memory called **My Flash Disk**, with approximately 32MB capacity. You can use this space to store data or programs.

In addition, you can buy storage cards for backup, storage, archives or to transfer large files to other devices. Depending on the type of the storage card inserted, you can find the **MMC Disk**, **SD Disk** or **CF Disk** folder, listed under **My Device** in the File Explorer application.

Data stored on a storage card will be saved, even if your Pocket PC loses power.

3.3 Customizing Your Pocket PC

> **NOTE:** Incorrect settings may cause your system to malfunction. Make sure that you fully understand the function of a certain item before any adjustment.

You can customize the settings of the Pocket PC to your own preferences. Tap → **Settings**. You can tap any of the icons on the **Personal**, **System** or **Connections** tabs for the options. The items you can customize are described as follows:

Tab	Items	Descriptions
Personal	**Buttons**	To assigns programs to the hardware buttons and set the repeat rate of the scroll dial.
	Input	To set up items related to Block Recognizer, soft keyboard, Letter Recognize, Transcriber input methods and voice recording format.
	Menus	To customize what appear on the **Start** menu and to enable a pop-up menu from the **New** button on the **Today** screen.
	Owner Information	To enter your personal information.
	Password	To set a password for security. (See the proceeding section for more information.)
	Sounds & Notifications	To set the conditions and types of the sounds, system volume and ways of notifications.
	Today	To select the information you want displayed on the Today screen and to select a desired theme for the background.

Tab	Items	Descriptions
System	**About**	To show the hardware information of the Pocket PC and to define the device name that your Pocket PC uses for identifying itself to other computers.
	Backlight	To adjust the brightness level of the display and to set the automatic turnoff for power saving purposes.
	Certificate	To establish your identify or the identify of other computers. (See the proceeding section for more information.)
	Clock	To change the time and date and to set alarms.
	Memory	To temporarily adjust the allocation between storage and program memory, to view the memory on the storage card (if installed) and to manually stop a program if it becomes unstable or program memory is low.
	Power	To show the remaining battery power and to set the time for the Pocket PC to turn off automatically.
	Regional Settings	To specify the region of your location and the formats of the number, currency, time and date.
	Remove Programs	To remove programs you added to the RAM of your Pocket PC.
	Screen	To adjust the touch screen for accurate screen taps and to enable ClearType feature for easier reading of text in programs that support ClearType.
Connections	**Beam**	To send and receive information and files between IR ports. (See section 6.6 for more information.)
	Connections	To set up or change connection information. (See sections 6.2 to 6.4 for more information.)

3.4 Security

Setting a Password

A password can safeguard your Pocket PC against unauthorized use. Follow this procedure to set a password:

1. Tap → **Settings** → **Personal** tab → **Password** icon.
2. Check the Prompt if device unused item and select a value to set the time for the Pocket PC to prompt for password after idling.
3. Select the type of password you would like to use. You can set a four-digit password or a long password containing a combination of at least seven characters, digits or punctuation
4. Tap the digits or characters to set your password.
5. To keep a hint for yourself in case you forget your password, tap the Hint tab and enter your hint.
6. Tap **OK**.

> **NOTE:** You need to clear the memory of your Pocket PC if you eventually forget the password. (See section 7.2.)

Certificates

Certificates help establish your identity when you are logging onto a secured network, such as a corporate network. Certificates also help establish the identity of other computers, such as servers, with which you connect. This helps prevent unauthorized users from accessing your Pocket PC and information.

You can store two types of certificates on your Pocket PC:

- **Personal Certificates** establish your identity.
- **Root Certificates** establish the identity of servers with which you connect.

Your Pocket PC may include a set of preinstalled certificates. To manage and view certificates, follow this procedure:

1. Tap → **Settings** → **System** tab → **Certificates**.

2. Tab **Personal** or **Root** tab according to your need.
3. The list displays the name of the certificate issuer and the expiration date. To view more information about a certificate, tap it in the list.
4. To delete a certificate, tap and hold it in the list and then tap **Delete**.

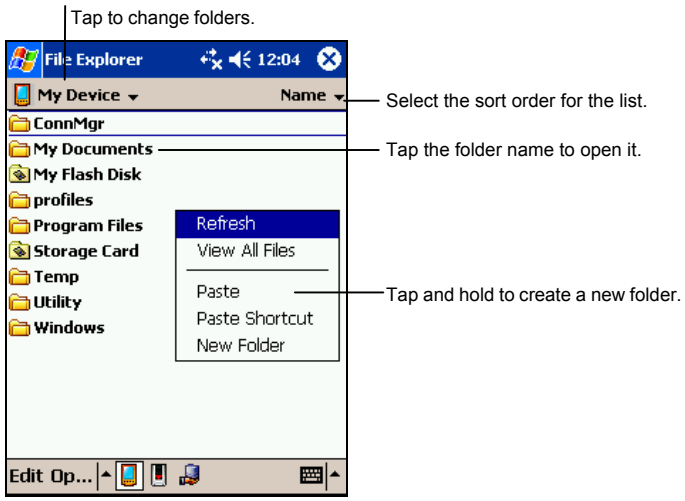
3.5 Finding and Organizing Information

The Find feature on your Pocket PC helps you quickly locate information.

To find a file, tap → **Find**. Enter the text you want to find, select a data type and then tap **Go** to start the search.

> **NOTE:** To quickly find information that is taking up storage space on your Pocket PC, select **Larger than 64 KB** under **Type**.

You can also use the File Explorer to find files on your Pocket PC and to organize these files into folders. Tap → **Programs** → **File Explorer** icon.



> **NOTE:** You can move files in File Explorer by tapping and holding the item you want to move, tapping **Cut** or **Copy** on the pop-up menu, browsing to the new location and then tapping **Paste**.

3.6 Backing Up Data

To prevent loss of data, you should back up your Pocket PC frequently. Your Pocket PC comes with two programs for backing up data:

- **Microsoft ActiveSync**
  ActiveSync enables you to back up data to your desktop computer. You can back up all data on your Pocket PC or only your PIM databases (Calendar, Contacts and Tasks). You can set ActiveSync to back up automatically each time you connect or you can back up manually, whenever you choose. For more information, see ActiveSync Help on your desktop computer.
- **eBackup**
  A utility called eBackup is supplied with your Pocket PC to let you easily back up data. (See section 5.8 for instructions.)

3.7 Adding or Removing Programs

Programs added to your Pocket PC at the factory are stored in ROM (Read-Only Memory). You cannot remove the programs and you will never accidentally lose ROM contents. All other programs and data files added to your Pocket PC after factory installations are stored in RAM.

You can install any program created for your Pocket PC as long as your Pocket PC has enough memory. The most popular place to find software for your Pocket PC is on the Pocket PC Web site (http://www.pocketpc.com).

Adding Programs

To Add Programs Using ActiveSync

You will need to install the appropriate software for your Pocket PC on your desktop computer before installing it on your Pocket PC.

1. Determine your Pocket PC and processor type so that you know which version of the software to install. Tap → **Settings** → **System** tab → **About** icon → **Version** tab and make a note of the information in Processor.
2. Download the program to your desktop computer or, if you have a CD or disk containing the program, insert the CD or disk into your desktop computer. You might see a single *.xip, *.exe *.zip file, a Setup.exe file or several

versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your Pocket PC processor type.

3. Read any installation instructions, Read Me files or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your Pocket PC and desktop computer.
5. Double-click on the *.exe file.
   - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software has been installed on your computer, the installer automatically transfers the software to your Pocket PC.
   - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your Pocket PC. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your Pocket PC. For more information on copying files using ActiveSync, see ActiveSync Help.

   NOTE: You can also use Pocket Internet Explorer to download some programs from the Internet directly to your Pocket PC if your Pocket PC is connected to Internet.

Once installation is complete, tap → **Programs** and tap the program icon to switch to it.

To Add a Program to the Start Menu

Use one of the following methods to add a program to the Start menu.

- Tap → **Settings** → **Menu** icon and tap the check box for the program. If you do not see the program listed, use any of the following two methods.
- **If you are using File Explorer on the Pocket PC:**
  Tap → **Program** → **File Explorer** icon and locate the program (tap the folder list, labelled **My Documents** by default and tap **My Device** to see a list of all folders on the Pocket PC). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window and tap **Paste** on the pop-up menu. The program appears on the Start menu.

- **If you are using ActiveSync on the desktop computer:**
  Use the Explorer in ActiveSync to explore your Pocket PC files and locate the program. Right-click on the program and then click on **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut appears on the Start menu.

Removing Programs

To remove a program from your Pocket PC:

1. Tap → **Settings** → **System** tab → **Remove Programs**.
2. Select the program in the list then tap **Remove**.

If the program does not appear in the list of installed programs, use File Explorer on your Pocket PC to locate the program, tap and hold the program and then tap **Delete** on the pop-up menu.

4 Microsoft Pocket Outlook

This chapter tells you how to use Microsoft Pocket Outlook that includes Calendar, Contacts, Tasks, Notes and Inbox. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

4.1 Calendar: Scheduling Appointments and Meetings

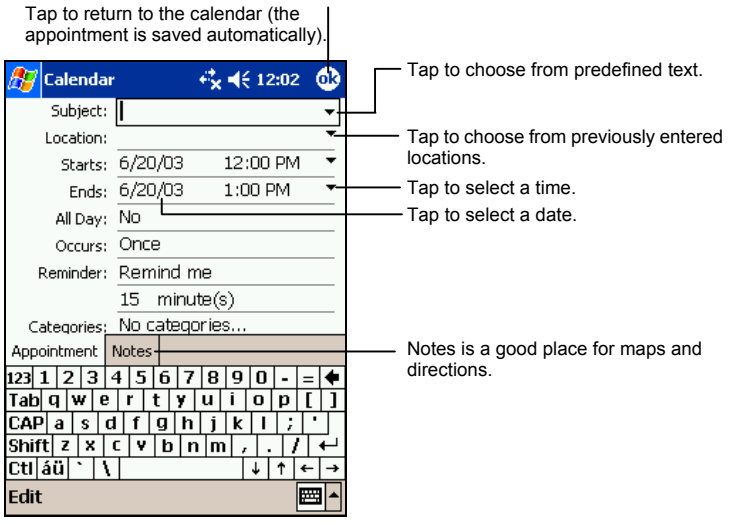
Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month and Year) and set Calendar to remind you of appointments with a sound or other method. Appointments for the day can be displayed on the Today screen.

Tap → **Calendar** or press the Calendar button on your Pocket PC to switch to the program.

NOTE: You can customize the Calendar display (for example, change the first day of the week), by tapping **Tools** → **Options**.

Creating an Appointment

1. In Day or Week view, tap the desired date and time for the appointment.
2. Tap **New**.



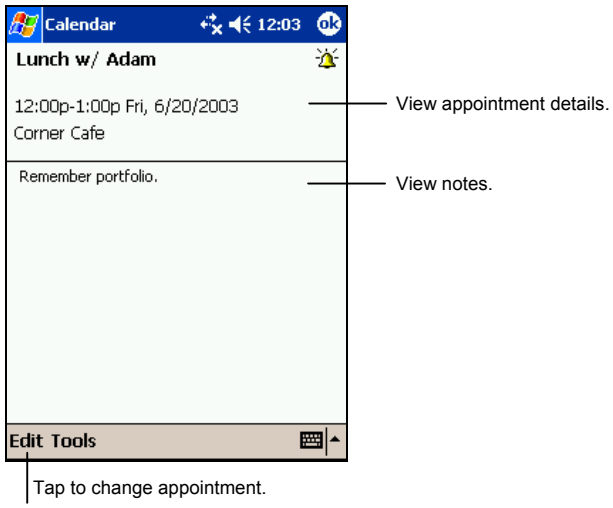
3. Using the Input panel, tap first to select the field, and then enter a description and a location.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the Input panel to see all available fields.
6. You can also do the followings with regard to this appointment:

   - Add a note.
   - Create an all day event.
   - Set a reminder.
   - Make the appointment recurring.
   - Assign the appointment to a category.
   - Send a meeting request.
   - Beam the appointment.

   For more information, tap → **Help.**
7. Tap **OK** to return to Calendar.

Using the Calendar Summary Screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit**.



Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting notice will be created automatically and sent either when you synchronize Inbox or when you connect to your email server. Indicate how you want meeting requests sent by tapping **Tools** → **Options**. If you send and receive email messages through ActiveSync, select **ActiveSync.**

To schedule a meeting:

1. Create an appointment.
2. In the appointment details, hide the Input panel and then tap **Attendees**.
3. From the list of email addresses in Contacts, select the meeting attendees.

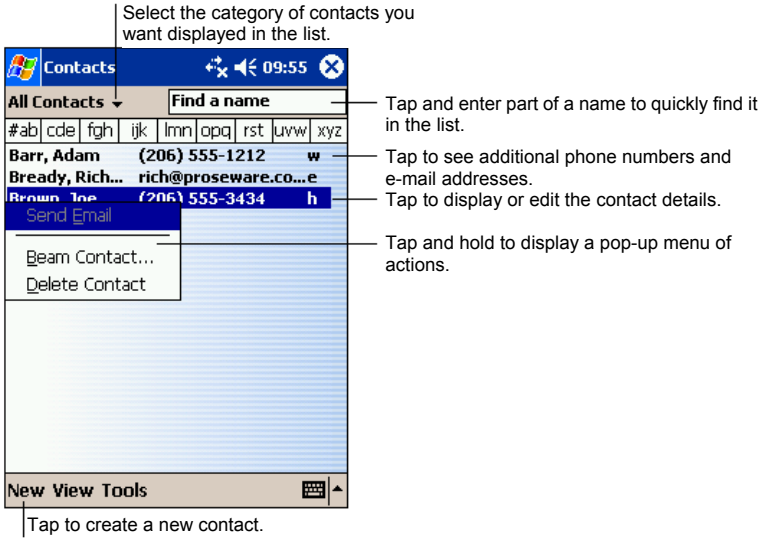
The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on your Pocket PC.

4.2 Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you are looking for, whether you are at home or on the road. Using the IR port on the Pocket PC, you can quickly share Contacts information with users of Pocket PCs and other mobile devices.

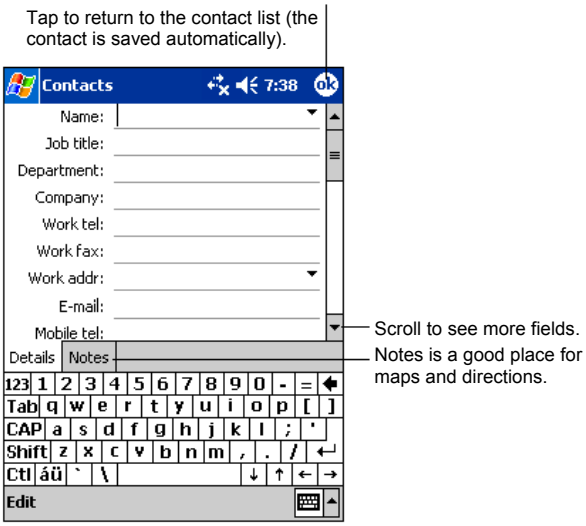
Tap → **Contacts** or press the Contacts button on your Pocket PC to switch to the program.



NOTE: To change the way information is displayed in the list, tap **Tools** → **Options**.

Creating a Contact

1. In Contacts, tap **New**.



2. Using the Input panel, enter a name and other contact information. You will need to scroll down to see all available fields.

3. You can also do the followings with regard to this contact:

   - Add a note.
   - Assign the contact to a category.
   - Send an e-mail to the contact.
   - Synchronize the contact.
   - Beam the contact.

   For more information, tap → **Help.**

4. Tap **OK** to return to the contact list.

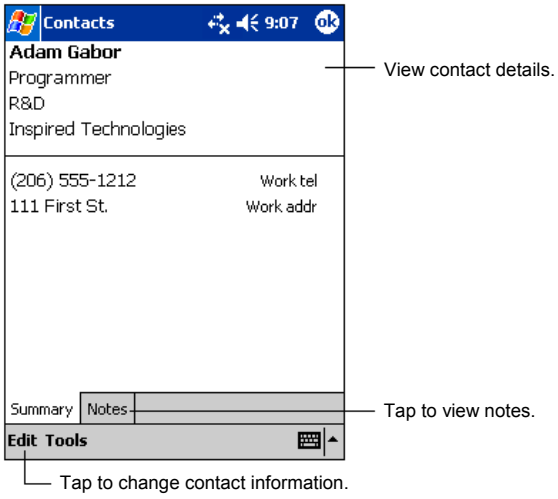
Finding a Contact

There are four ways to find a contact:

- Tap → **Find**, enter the contact name, select **Contacts** for the type then tap **Go**.
- In the contact list, enter a contact name in the box under the Navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.
- In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you want displayed. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.
- To view the names of companies your contacts work for, in the contact list, tap **View → By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

Using the Contacts Summary Screen

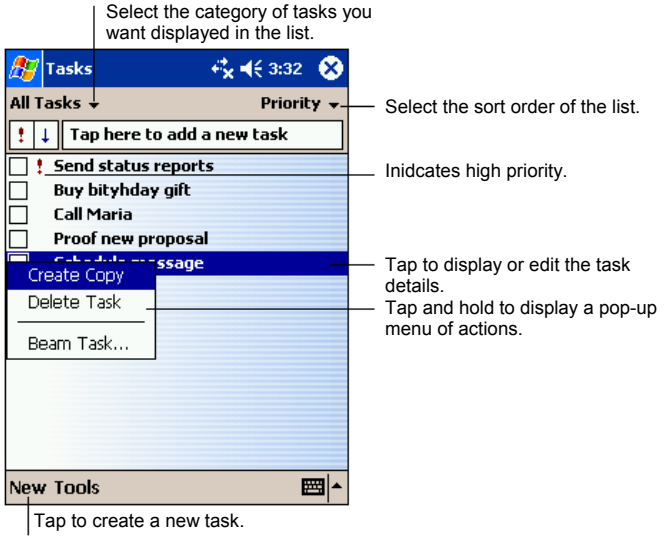
When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit**.



4.3 Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do.

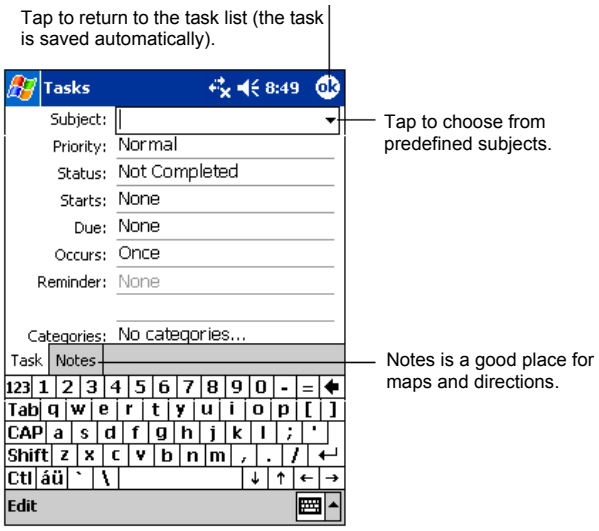
Tap → **Tasks** or press the Tasks button on your Pocket PC to switch to the program.



NOTE: To change the way information is displayed in the list, tap **Tools** → **Options**.

Creating a Task

1. In Task, tap **New**.



2. Using the Input panel, enter a description.
3. You can enter a start date and due date or enter other information by first tapping the field. If the Input panel is open, you will need to hide it to see all available fields.
4. You can also do the followings with regard to this task:

   - Add a note.
   - Set a reminder.
   - Make the task recurring.
   - Assign the task to a category.
   - Beam the task.
   - Synchronize the task.

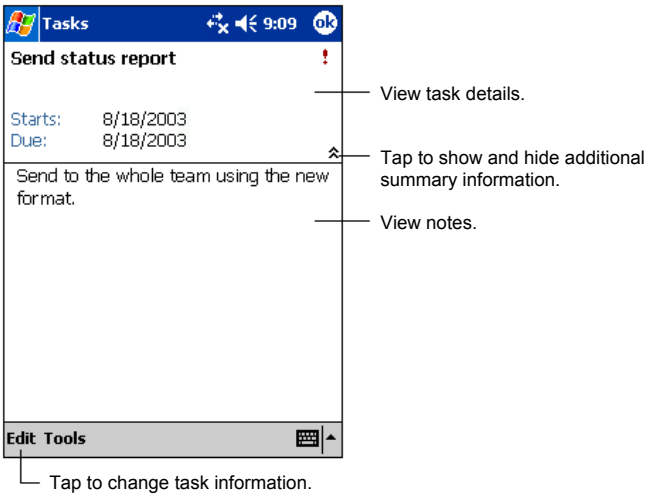
   For more information, tap → **Help.**

5. Tap **OK** to return to the task list.

> **NOTE:** To quickly create a task with only a subject, tap **Tools** → **Entry Bar** → **Tap here to add a new task**. Enter your task information.

Using the Tasks Summary Screen

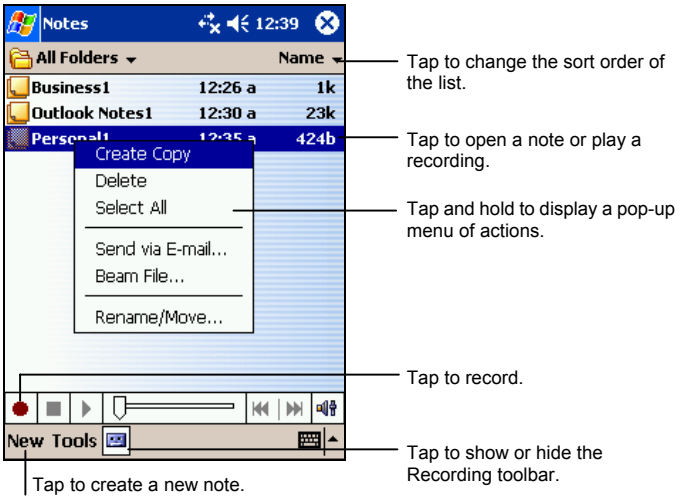
When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit**.



4.4 Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.

Tap → **Notes** or press the Notes button on your Pocket PC to switch to the program.

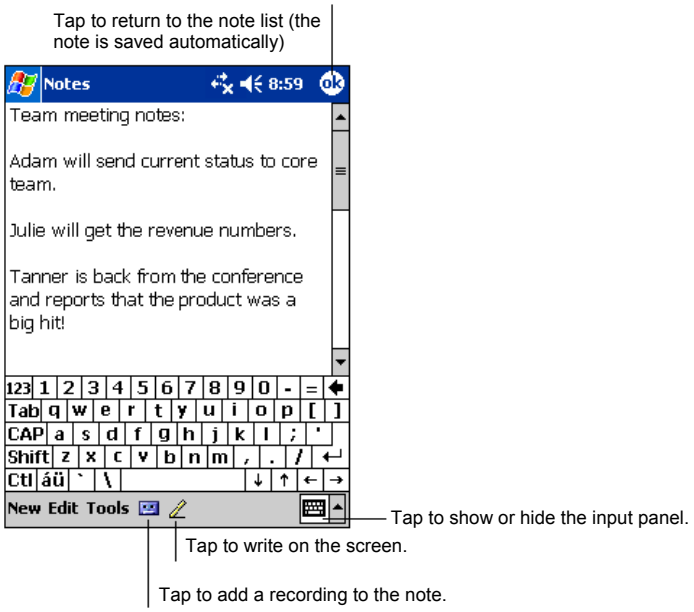


Creating a Note

1. In Notes, tap **New**.

   > **NOTE:** You can create a note by using a template. Tap the folder list (labeled **All Folders** by default) and then **Template**. Tap the template you want to use and make your changes.

2. Create your note by writing, drawing, typing and recording. For more information about using the Input panel, writing and drawing on the screen and creating recordings, see section 2.9.



3. You can also do the followings with regard to this note:

   - Beam the note.
   - Send the note via e-mail.
   - Create a template

   For more information, tap → **Help.**

4. Tap **OK** to return to the note list.

4.5 Inbox: Sending and Receiving E-mail Messages

You can use Inbox to send and receive email messages in two ways:

- By synchronizing email messages with Microsoft Exchange or Microsoft Outlook on your desktop computer.
- By connecting directly to an e-mail server through an ISP (Internet Service Provider) or a network. This method requires an optional modem or network card.

Tap → **Inbox** on your Pocket PC to switch to the program.

Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. To do this, you need to enable Inbox synchronization in ActiveSync For information on enabling Inbox synchronization, see ActiveSync Help on the desktop computer.

During synchronization, the following occurs:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your Pocket PC. By default, you receive messages from the past three days only, the first 100 lines of each message file attachments of less than 100 KB in size.
- Email messages in the Outbox folder on your Pocket PC are transferred to Exchange or Outlook and then sent from those programs.
- The messages on the two computers are linked. When you delete a message on your Pocket PC, it is deleted from your desktop computer the next time you synchronize.
- Email messages in subfolders in other e-mail folders in Outlook are synchronized only if they have been selected for synchronization in ActiveSync

> **NOTE:** You can also synchronize email messages with your desktop computer from a remote location. For more information, see section 5.1.

Connecting Directly to an E-mail Server

You can send and receive email messages by connecting to a POP3 or IMAP4 e-mail server if you can connect to your ISP or local area network. (For information on connection, see sections 6.2 to 6.4.)

Setting up an Email Service

You can use multiple email services to receive your messages. For each email service you intend to use, first set up and name the email service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

In Inbox, tap **Acccouts → New Account**. Follow the directions in the New Service Wizard. For an explanation of a screen, tap at the upper right corner of the screen.

> **NOTE:** You cannot add a new service while connected. Tap **Accounts → Disconnect** to disconnect.

When you connect to the email server, new messages are downloaded to the Inbox folder on your Pocket PC, messages in the Pocket PC Outbox folder are sent messages that have been deleted on the email server are removed from the Inbox folder on your Pocket PC.

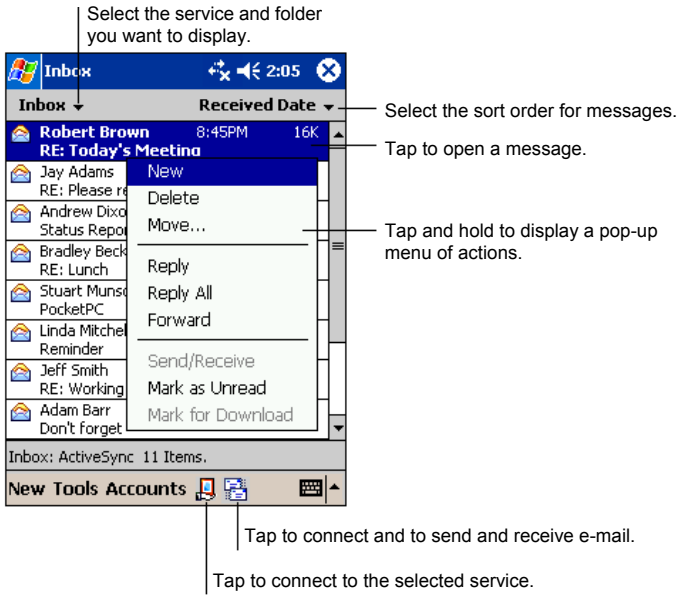
Messages that you receive directly from an email server are linked to your email server rather than your desktop computer. When you delete a message on your Pocket PC, it is also deleted from the email server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the email server. Messages are sent as soon as you tap **Send**, which saves space on your Pocket PC.

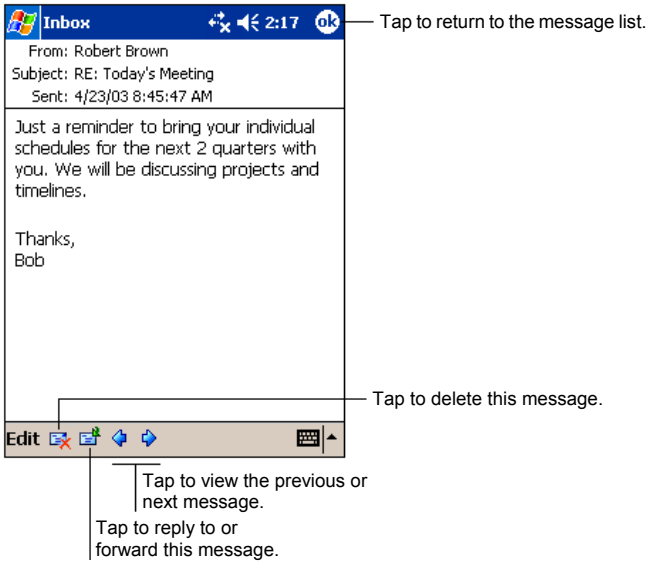
When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the email server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.



When you receive a message, tap it to open it. Unread messages are displayed in bold.



When you connect to your email server or synchronize with your desktop computer or server, by default, you will receive messages from the last three days only, the first 100 lines of each new message file attachments of less than 100KB in size. The original messages remain on the server or your desktop computer.

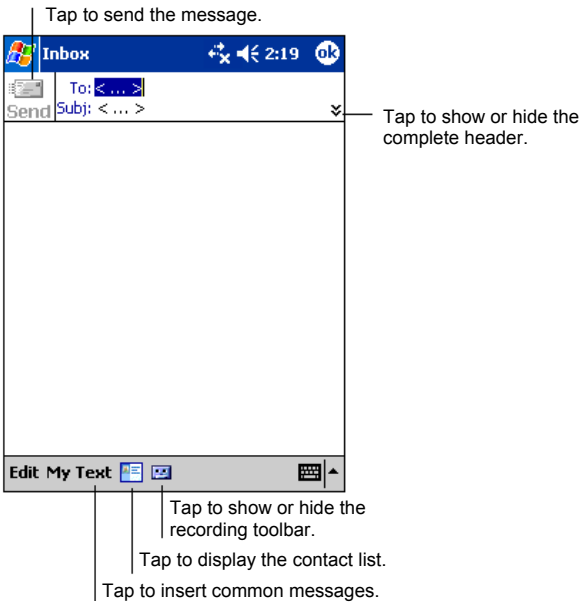
You can mark the messages that you want to retrieve in full during your next synchronization or email server connection. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct email server connections in Inbox on your Pocket PC. Tap **Accounts** → **Accounts** and tap the service you want to change. Tap and hold the account and tap **Delete** to remove an account.

Composing and Sending Messages

1. In Inbox, tap **New**.
2. In the **To** field, enter an email address of one or more recipients, separating them with a semicolon. If the address is already in your contact list, you can tap **To** or the Contacts button in the Command bar to select the e-mail address.



3. To select a service, tap the DOWN arrow to display more header information. In the Account list, select ActiveSyn or the desired e-mail account.
4. Enter your message. To quickly enter common messages, tap **My Text** and select the desired message.
5. To check spelling, tap **Edit** → **Spell Check**.
6. If you want to attach a file to the message, tap **Edit** → **Add Attachment** and select the desired file.

   NOTE: OLE objects cannot be attached to Inbox messages.

7. Tap **Send** when you have finished the message. If you are working offline, the message is moved to the Outbox folder and is sent the next time you connect.

The message is placed in the Outbox folder on your Pocket PC and will be delivered in one of two ways:

- The message is transferred to the Outbox folder in Exchange or Outlook on your desktop computer and sent the next time you synchronize.
- The message is transferred to your email server the next time you connect. In Inbox, make sure the appropriate service is selected on the **Accounts** menu. Then tap the **Connect** button (or **Connect** on the **Accounts** menu).

Managing Email Messages and Folders

Each e-mail service account has its own folder hierarchy with five default folders: Inbox, Outbox, Deleted Items, Drafts and Sent Items. The messages you receive and send through the mail service are stored in these folders. You can also create additional folders within each hierarchy.

The Deleted Items folder contains messages that have been deleted on your Pocket PC. The behaviour of the Deleted and Sent Items folders depends on the options you have chosen.

Folder Behavior

The behavior of the folders you create depends on whether you are using ActiveSync, POP3 or IMAP4.

- If you use ActiveSync, email messages in the Inbox folder in Outlook are automatically synchronized with your Pocket PC. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move are mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your desktop computer.
- If you use POP3 and you move email messages to a folder you created, the link is broken between the messages on the Pocket PC and their copies on the mail server. The next time you connect, the mail server sees that the

messages are missing from the Pocket PC Inbox and deletes them from the server. This prevents you from having duplicate copies of a message, but it also means that you no longer have access to messages that you move to folders created from anywhere except the Pocket PC.

- If you use IMAP4, the folders you create and the email messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your Pocket PC or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders or rename/delete folders when connected.

For all services except ActiveSync, you can access folder options by tapping **Tools → Manage Folders** in the message list.

5 More Programs

In addition to Microsoft Pocket Outlook, several programs are built into your Pocket PC. They include Microsoft ActiveSync, Microsoft Pocket Word, Microsoft Pocket Excel, Windows Media Player, Microsoft Reader, Pictures and additional programs. This chapter tells you how to use these programs.

5.1 Microsoft ActiveSync

> **NOTE:** ActiveSync is already installed on your Pocket PC. You need to install ActiveSync on your desktop computer. (For information on installing ActiveSync, see section 1.4.)

When you have established the connection between your Pocket PC and your desktop computer, you can synchronize the information between the two with ActiveSync. Synchronization compares the data on the two sides and updates both computers with the most recent information. For example, you can:

- Keep your Pocket Outlook Contacts, Calendar and Tasks databases up-to-date by synchronizing your Pocket PC with Microsoft Outlook data on your desktop computer.
- Synchronize email messages in your Pocket PC Inbox with email messages in Microsoft Outlook on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your Pocket PC and desktop computer. Your files are automatically converted to the correct format.

With ActiveSync, you can also:

- Back up and restore your Pocket PC data.
- Copy (rather than synchronize) files between your Pocket PC and desktop computer.
- Add and remove programs on your Pocket PC.

- Pass through your desktop computer to a network or the Internet to perform tasks such as downloading IMAP4 e-mail messages or browsing the Internet on your Pocket PC.

Ways of Connecting to Your Desktop Computer

> **CAUTION:** Do not shut down or restart your desktop computer while your Pocket PC is connected. Turn off your Pocket PC or disconnect the cable before you shut down your desktop computer.

You can connect your Pocket PC to a desktop computer in several ways:

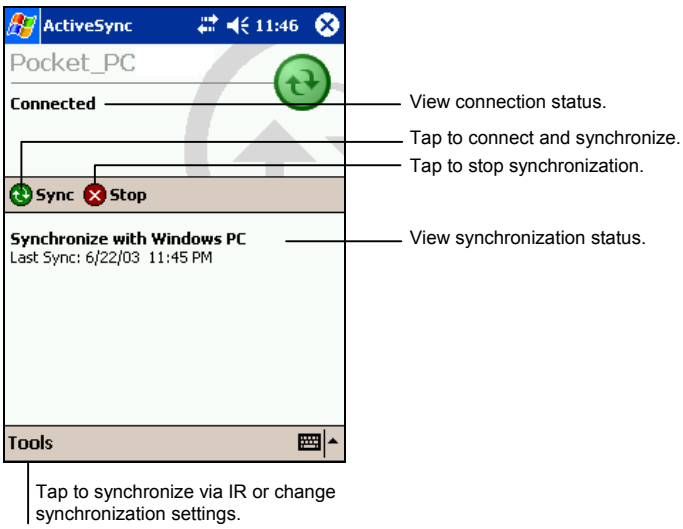
- Use the USB cradle or ActiveSync cable (available as an optional accessory) (See step 8 of section 1.4 for information.)
- Use the IR port in place of using a cable. IR ports can be found on many notebook computers; however, on a desktop computer, you may need to install and configure an IR port. To install the port, follow the manufacturer's instructions. (For complete instructions on connecting to your desktop computer by infrared, refer to ActiveSync Help on your desktop computer.)
- Use a network or dial-up connection. You can synchronize while connected to your desktop computer by a dial-up connection or over a LAN (Local Area Network).

Synchronizing Data

Once you have created a partnership and completed the first synchronization, you can initiate synchronization from your Pocket PC.

To Synchronize from Your Pocket PC

1. Connect your Pocket PC to your desktop computer.
2. On your Pocket PC, tap → **ActiveSync**.
3. Tap to begin synchronization.



By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types. You can:

- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while the Pocket PC is connected or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

For information on setting ActiveSync options and using ActiveSync on your desktop computer, see ActiveSync Help on the desktop computer. For information on using ActiveSync on your Pocket PC, see ActiveSync Help on the Pocket PC.

To Synchronize from a Remote Location

You can also synchronize by dialing in to your desktop computer or connecting over a network. This can be useful if you need to synchronize files or PIM information while traveling. Before you leave, you must configure both your Pocket PC and your desktop computer.

On your Pocket PC, you need to create a partnership between your Pocket PC and the desktop computer using one of the direct connection methods (USB

cable or infrared connection). You must also configure a connection on your Pocket PC as described in sections 6.2 to 6.4.

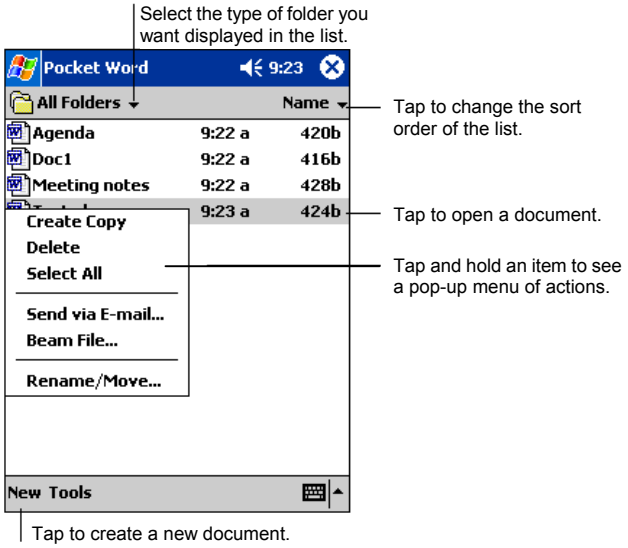
On your desktop computer, you need to ensure the following:

- The desktop computer or network server is configured to allow your Pocket PC to connect. Depending on the version of Windows running on the desktop computer, you may need to install and configure Remote Access Services or Dial-Up Networking on the desktop computer.
- ActiveSync is configured to allow a network connection. For more information, see ActiveSync Help on your desktop computer.
- If you are using a modem on your desktop computer, turn the modem on before you leave.
- Leave your desktop computer on and be sure you logged on under the same user name that you used when you created the partnership.
- Your PIM program and email program (Microsoft Outlook or Microsoft Exchange) should be running correctly.

5.2 Pocket Word

Microsoft Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your Pocket PC or you can copy documents from your desktop computer. Synchronize documents between your desktop computer and your Pocket PC regularly so that you have the most up-to-date content in both locations.

Tap → **Programs** and tap the **Pocket Word** icon to switch to the program.



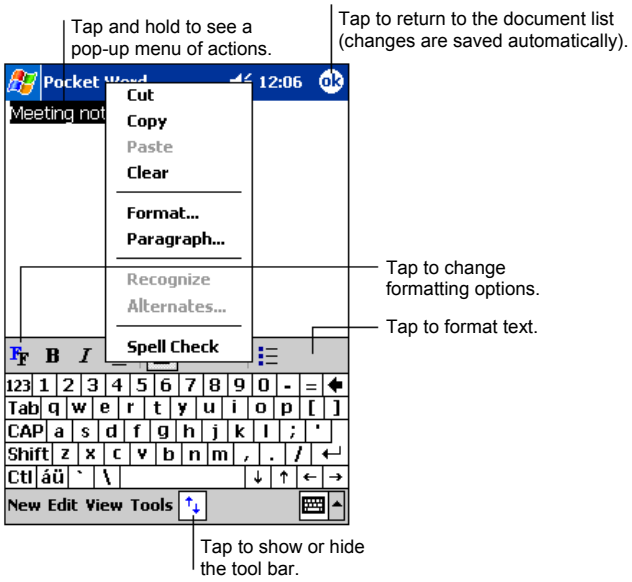
Creating a Document

1. In Pocket Word, tap **New**.

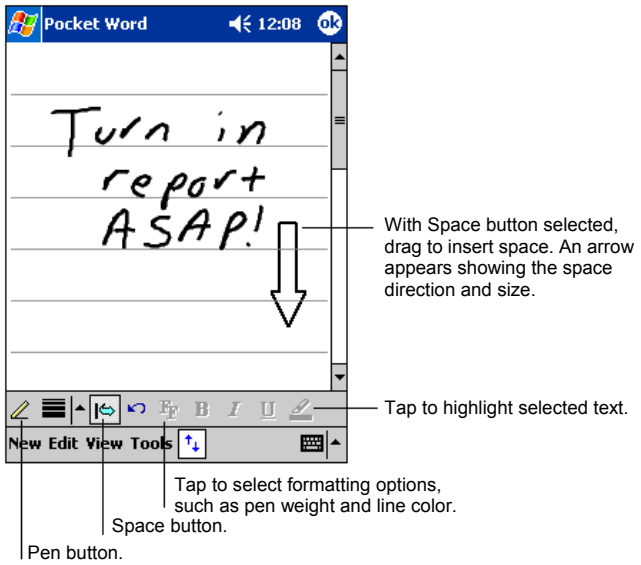
   > **NOTE:** To open a template rather than a blank document, select a template for new documents. Tap **Tools** → **Options** and select the desired template. When you tap **New**, the template appears with appropriate text and formatting already provided.

2. You can enter information in Pocket Word in one of four modes: writing, drawing, typing or recording. Use the **View** menu to switch between modes. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** button on the Command bar. (For more information on entering information, see section 2.9 or Pocket PC Help.)

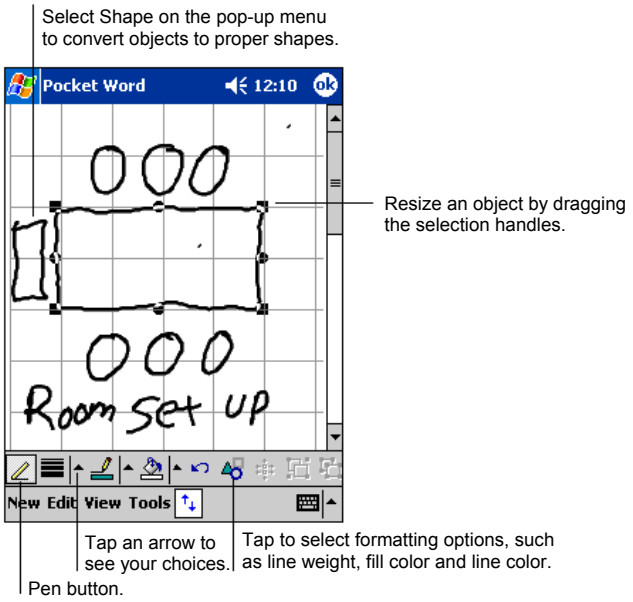
NOTE: Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.



Typing Mode



Writing Mode



Drawing Mode

3. You can check the spelling by tapping **Tools** → **Spell Check**.
4. When you have finished entering the information and tap **OK**, the document is automatically saved and named according to the first characters of text entered in the document.

Working with Pocket Word Documents

Opening a Document

Whenever you switch to Pocket Word, you will see the document list. Tap the desired document to open it. You can open only one document at a time; when you open a second document, you will be asked to save the first.

Changing Options of a Document

In an open document, you can:

- Save a document in a variety of formats, including Pocket Word Document (.psw), Rich Text Document (.rtf) and Plain Text Document (.txt), Word 97/2000 Document (.doc) and Word 97/2000 Template (.dot).

> **NOTE:** If your document is simple, save it as a Plain Text Document to save storage space.

- Rename the document.
- Move the document to a storage card or folder.

For more information, see Word Help on your Pocket PC.

Tips for Working in Pocket Word

- You can change the zoom magnification by tapping **View** → **Zoom** and select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.
- If you are opening a Word document created on a desktop computer, select **View** → **Wrap to Window** so that you can see the entire document.

5.3 Pocket Excel

Microsoft Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your Pocket PC or you can copy workbooks from your desktop computer to your Pocket PC. Synchronize workbooks between your desktop computer and your Pocket PC so that you have the most up-to-date content in both locations. Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting and filtering, which enable you to create simple workbooks, such as expense reports and mileage logs.

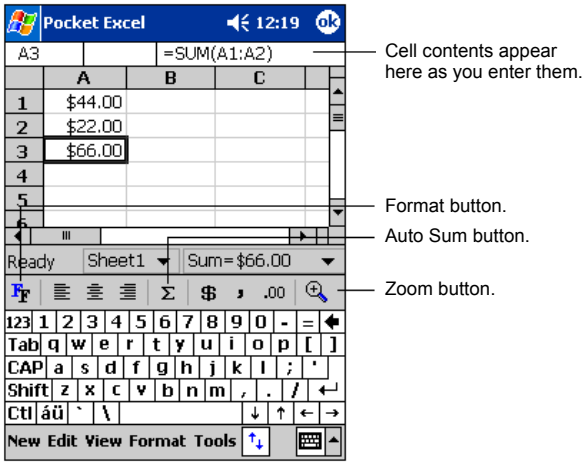
Tap → **Programs** and tap the **Pocket Excel** icon to switch to the program.

Creating a Workbook

> **NOTE:** To open a template rather than a blank workbook, select a template for new workbooks. Tap **Tools** → **Options** and select the desired template. When you tap **New**, the template appears with appropriate text and formatting already provided.

1. In Pocket Excel, tap **New**.
2. You can use Pocket Excel much the same way you use Excel on your desktop computer. You can enter formulas and functions and then filter data

to see the subset of information you want. (For more information on entering information, see section 2.9 or Pocket PC Help.)



3. When you have finished entering the information and tap **OK**, the workbook is automatically saved and named according to the first characters of text entered in the workbook.

Working with Pocket Excel Workbooks

Opening a Workbook

Whenever you switch to Pocket Excel, you will see the workbook list. Tap the desired workbook to open it. You can open only one workbook at a time; when you open a second workbook, you will be asked to save the first.

Changing Options of a Workbook

In an open workbook, you can:

- Save a workbook in a variety of formats, including Pocket Excel Workbook (.pxl), Pocket Excel 1.0 Workbook (.pxl), Pocket Excel Template (.pxt), Excel 97/2000 Workbook (.xls) and Excel 97/2000 Template (.xlt).
- Rename the workbook.
- Move the workbook to a storage card or folder.

For more information, see Excel Help on your Pocket PC.

Tips for Working in Pocket Excel

- View in full-screen mode to see as much of your worksheet as possible. Tap **View → Full Screen**. To exit full-screen mode, tap **Restore**.
- If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook and tap **Edit → Password**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First, select the cell where you want to freeze panes. Tap **View → Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View → Split** and drag the split bar to where you want it. To remove the split, tap **View → Remove Split**.
- Show and hide rows and columns. To hide a row or column, select a cell in the row or column you want to hide. Tap **Format → Row** or **Column → Hide**. To show a hidden row or column, tap **Tools → Go To** and then type a reference that is in the hidden row or column. When done, tap **Format → Row** or **Column → Unhide**.

5.4 MSN Messenger

MSN® Messenger on your Pocket PC provides the same chat environment as MSN Messenger on your desktop computer. These features include:

- See who is online.
- Send and receive instant messages.
- Have an instant message conversation with a group of contacts.
- Tell contacts that you are unavailable.
- Block contacts from seeing your status or sending you messages.

To use MSN Messenger, you must have an Internet connection. (For more information, see sections 6.2 to 6.4.)

In addition, you must have a Microsoft Passport™ account or a Microsoft Exchange email account. You must have a Passport to use MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport. Once you have one of these accounts, you are ready to set up your account.

> **NOTE:**
> - Sign up for a Microsoft Passport account at http://www.passport.com. Get a free Microsoft Hotmail email address at http://www.hotmail.com.
> - Tap → **Programs** → **Pocket MSN** to connect to Pocket MSN web site where you can subscribe to get popular MSN services on your Pocket PC.

Tap → **Programs** and tap the **MSN Messenger** icon to switch to the program.

Setting Up to Use MSN Messenger

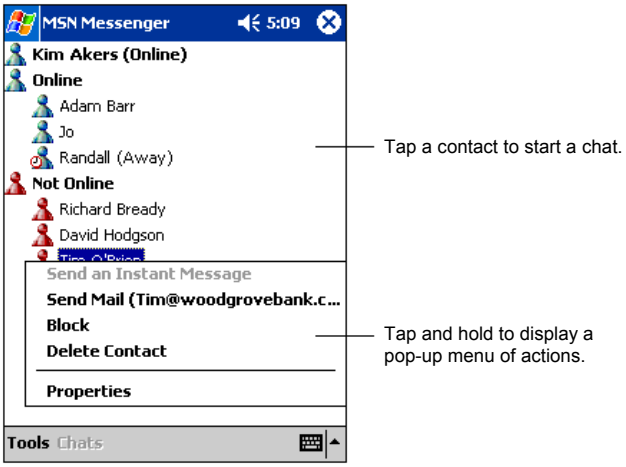
Before you can connect, you must enter Passport or Exchange account information. Set up an account and sign in as follows:

1. In MSN Messenger, tap **Tools** → **Options**.
2. On the **Accounts** tab, enter your Passport or Exchange account information.
3. To sign in, tap the sign-in screen and enter your email address and password.

> **NOTE:** If you already use MSN Messenger on your desktop computer, your contacts show up on your Pocket PC without being added again.

Working with Contacts

The MSN Messenger window shows all of your messenger contacts at a glance and are divided into Online and Not Online categories. From this view, while connected, you can chat, send email, block the contact from chatting with you or delete contacts from your list using the pop-up menu.



NOTE:

- To see others online without being seen, in the **Tools** menu, tap **My Status** and select **Appear Offline.**
- If you block a contact, it appears offline but remains on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

Chatting with Contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen or tap **My Text** to enter a preset message and tap **Send**. To invite another contact to a multi-user chat, in the **Tools** menu, tap **Invite** and tap the contact you want to invite.

NOTE: To switch back to the main window without closing a chat, tap **Contacts**. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.

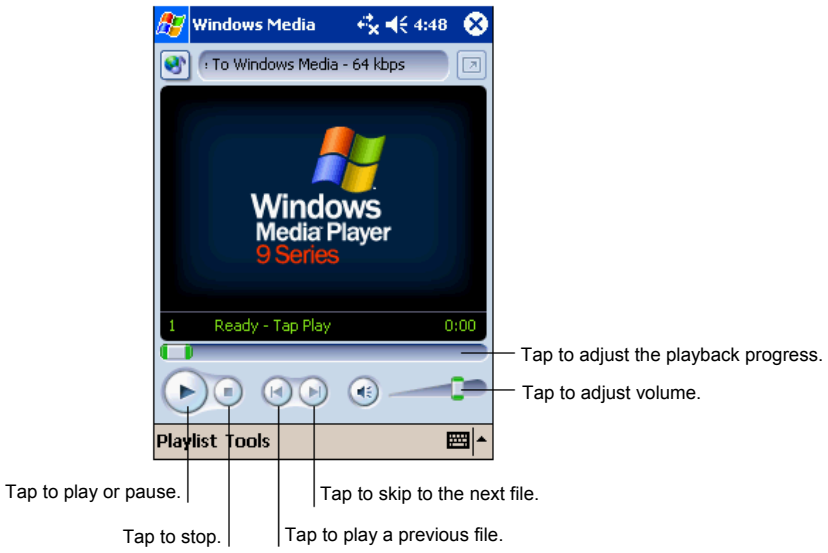
To know if the contact you are chatting with is responding, look for the message under the text entry area.

For more information on using MSN Messenger, tap → **Help**.

5.5 Windows Media Player for Pocket PC

Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your Pocket PC or on a network, such as on a Web site.

Tap → **Windows Media** to switch to the program.



You can play files in either Windows Media or MP3 format (this include files with the extension .asf, .wma, .wmv and .mp3). To find content in Windows Media Format, see the WindowsMedia.com Web site (http://www.windowsmedia.com).

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video files to your Pocket PC.

For more information about using Windows Media Player, tap → **Help**.

5.6 Microsoft Reader

Use Microsoft Reader to read eBooks on your Pocket PC. Download books to your desktop computer from your favourite eBook Web site. Use ActiveSync to copy the book files to your activated Pocket PC. The books appear in the Reader Library, where you can tap them in the list to open them.

> **NOTE:** Before you can use Microsoft Reader, you must activate it from the Microsoft activation site (http://das.microsoft.com/activate). Follow the directions given at the Microsoft site.

Each book consists of a cover page, an optional table of contents and the pages of the book. You can:

- Page through the book by using the scroll dial on your Pocket PC or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes and drawings.
- Search for text and look up definitions for words.

The Guidebook contains all the information you need to use the software. To open the Guidebook, tap **Help** on the Reader command bar. Or, on a book page, tap and hold on the book title then tap **Help** on the pop-up menu.

Tap → **Programs** and tap the **Microsoft Reader** icon to switch to the program.

Getting Books for Your Pocket PC

You can download book files from the Web. Just visit your favourite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the MSReader folder on the Companion CD.

Use ActiveSync to download the files from your desktop computer to your activated Pocket PC as described in the Read Me file in the MSReader folder.

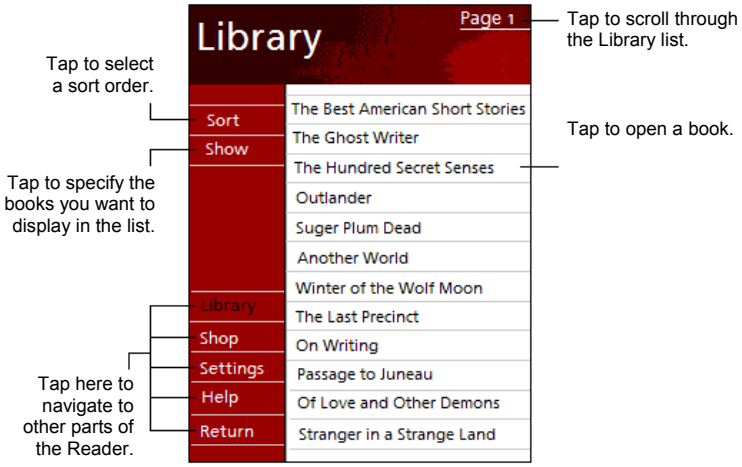
Using the Library

The Library is your Reader home page. The home page displays a list of all books stored on your Pocket PC or storage card.

To open the Library, use one of the two methods:

- On the Reader command bar, tap **Library**.
- On a book page, tap the book title and tap **Library** on the pop-up menu.

To open a book, tap its title in the Library list.

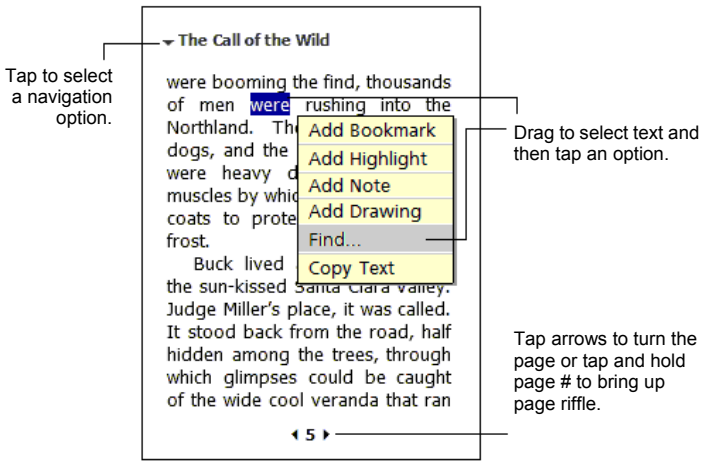


Reading a Book

Each book consists of a cover page, an optional table of contents and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you will probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you automatically go to the last page read.

In addition to the text, each book page includes a page number and book title.



You can also page through a book by using the scroll dial on your Pocket PC.

Using Reader Features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described here.

- **Search for Text**
  Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for and tap the desired Find option. Reader highlights found text on the page. To close Find, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
- **Copy Text**
  You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
- **Bookmarks**
  When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.

- **Highlights**
  When you highlight text, it appears with a colored background.
- **Notes**
  When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon displays in the left margin. To show or hide the note, tap the icon.
- **Drawings**
  When you add a drawing, a Drawing icon appears in the bottom-left corner of the page and drawing tools appear across the bottom of the page. Draw by dragging your stylus.
- To see a list of a book's annotations, including bookmarks, highlights, text notes and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

Removing a Book

When you finish reading a book, you can delete it to conserve space on your Pocket PC. If a copy of the book is stored on your desktop computer, you can download it again at any time.

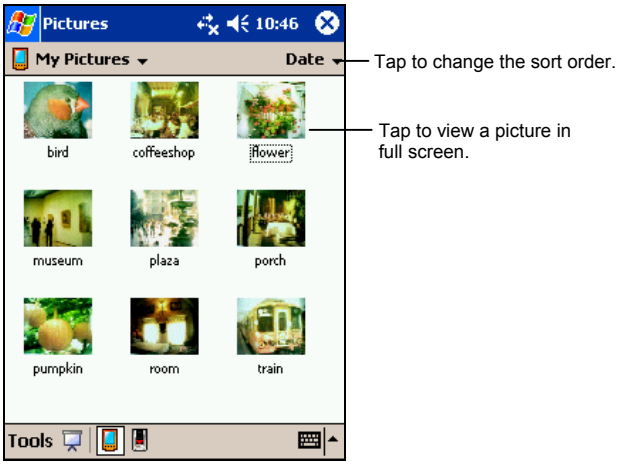
To remove a book from your Pocket PC, tap and hold the title in the Library list and then tap **Delete** on the pop-up menu.

5.7 Pictures

Use Pictures to view jpg pictures stored on your Pocket PC or on a storage card, send pictures to others, view a slideshow of your pictures or set a picture as the background on the Today screen.

You can copy jpg pictures from your desktop computer to the **My Pictures** folder, within the **My Documents** folder on your Pocket PC. For more information on copying files from your desktop computer to your Pocket PC, see ActiveSync Help on your desktop computer.

1. To view pictures in a storage card, insert the card.
2. Tap → **Programs** and tap the **Pictures** icon to switch to the program.
3. By default, the program displays thumbnails of the jpg pictures in the **My Pictures** folder, within the **My Documents** folder on your Pocket PC. To view the jpg pictures in a storage card, tap . To view pictures on the Pocket PC, tap .



4. Thumbnails of pictures appear on the screen. You can tap one of them to view the picture in full screen.

For more information about using Pictures, tap → **Help**.

5.8 Additional Programs

In addition to Microsoft software, your Pocket PC manufacturer also provides additional programs to enhance your Pocket PC or facilitate your operation.

eBackup

The eBackup program allows you to back up all or selected data stored in the RAM of your Pocket PC to an additional storage media.

To Backup Data

> **CAUTION:**
> - Make sure that the capacity of your storage card is enough for your data.
> - Never turn off your Pocket PC or remove the storage card during the backup process.
> - Do not back up your data when the battery is low. Otherwise, you might lose your data.

1. Disconnect your Pocket PC from your desktop computer, if connected.
2. Close all running programs by tapping → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab → **Stop All**.
3. Insert a storage card if you are using the media for backing up.

   > **NOTE:** Your Pocket PC includes an internal storage device called “My Flash Disk”. When using eBackup, you can choose this disk as your target if the size of your date does not exceed 32MB.

4. Tap → **Programs** → **eBackup** icon to switch to the program.
5. Tap **Backup** and then **Next**.
6. Select a storage media to back up data and tap **Next**.
7. Select the items you want to backup. You can select individual or multiple items from Contacts, Calendar, Tasks, Inbox, Channels, Notes, Voice Recorder and User Applications.
8. Tap **Next**. The program will start backing up data and then display a message on the screen when backup is completed.
9. Remove the storage card, if inserted. Never delete the contents in the storage card, or the backup data will be lost and you cannot restore data with this card.

To Restore Data

> **CAUTION:**
> - If you have created files on your Pocket PC since the last backup and do not want to delete these files during the restore process, move the files from your Pocket PC to your desktop computer or to a storage card before restoring data.
> - When you restore data, make sure that your Pocket PC has the same regional settings that it had when you completed the backup.

1. Disconnect your Pocket PC from your desktop computer, if connected.
2. Stop all running programs by tapping → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab → **Stop All**.
3. Insert the storage card if your data were backed up in the card.
4. Tap → **Programs** → **eBackup** icon to switch to the program.
5. Tap **Restore** and then **Next**.
6. Select the storage media containing your backup data and tap **Next**.
7. Select the items you want to restore.
8. Tap **Restore**.
9. Tap **Yes**. The program will start restoring data and then display a message on the screen when restoring is completed.
10. Reset your Pocket PC as described in section 7.1.

E-Viewer

Tap → **Programs** → **E-Viewer** icon to switch to the program.

This program provides an easy way to view image files in jpg and bmp formats.

With E-Viewer, you can:

- View image files in thumbnail or list view.
- Delete, rename, cut or copy an image file.
- Send the current image file via email
- Print the current image file via infrared.
- Receive image files via infrared.

- Edit an image file. You can crop an image, add text, write directly on the image and add a frame.
- Capture the screen.
- Create a slide show.
- Rotate an image.
- Add notes and audio to an image.

6 Getting Connected

To take full advantage of your Pocket PC, you will want to get connected. This chapter tells you how you can get your Pocket PC connected to the Internet or corporate network through a variety of ways including wireless network, modem, network card and Bluetooth. It also describes Internet Explorer for Web browsing.

6.1 About Connections

Your Pocket PC has two groups of connection settings: “My ISP” and “My Work Network.” My ISP settings are used to connect to the Internet, and My Work Network settings can be used to connect to any private network, such as a corporate network you use at work.

After the connections, you can browse the Internet or intranet, send and receive e-mail and instant messages, and synchronize information using ActiveSync.

6.2 Wireless Network Connection

> **NOTE:** Your Pocket PC incorporates wireless network and Bluetooth capabilities, but you cannot use both at the same time.

Your Pocket PC has a built-in wireless network module. As long as you are in a wireless LAN (Local Area Network) environment, you can connect to the network without physical cables.

Setting Up a Wireless Network

Networks that you have already configured are preferred networks and are listed in **Wireless networks**. You can select to connect to only preferred networks or

have your Pocket PC search for and connect to any available network whether it is preferred or not.

1. Tap → **MioWireless**. Or, you can tap the icon at the lower right corner of the Today screen and then tap **Wireless**.
2. The message "Initiate as *xxxx* …" (where *xxxx* represents the mode) appears on the screen. The icons at the corner changes to to indicate that the function is available.

   > **NOTE:** If multiple networks are detected, a dialog box will appear on the screen for you to select or configure a network. You can access the network list by tapping **Settings** or through step 3 as described below.

3. Tap → **Settings** → **Connections** tab → **Wireless Ethernet**.
4. To change network settings, tap a network in the list.
   - From **Connects to**, select what your network connects to, **Work** or the **Internet**.
   - To connect to an ad-hoc connection, select **This is a device-to-computer (ad-hoc) connection**.
5. From **Networks to access**, select **All available**, **Only access points** or **Only computer-to-computer**.
6. To connect only to networks you have already configured, clear **Automatically connect to non-preferred networks**.

   > **NOTE:** If you select to automatically connect to non-preferred networks, your Pocket PC will detect any new networks and provide you the opportunity to configure them.

Configuring Authentication Settings

To determine if authentication information is needed, see your network administrator.

1. To manually enter the information, select a network as described earlier and tap **Authentication** tab.
2. To use data encryption, tap **Data encryption (WEP enabled)**.
3. To use Shared Key authentication, tap **Network Authentication (shared mode)**. You will need a network key (as provided by your network administrator).

4. To automatically use a network key, tap **The key is provided for me automatically**. Otherwise, enter the network key.
5. For increased security, select **Use IEEE 802.1x network access control**. Then, select the appropriate **EAP type**.

Starting and Ending the Wireless Network Connection

To start the connection:

1. Tap → **MioWireless**. Or, you can tap the icon at the lower right corner of the Today screen and then tap **Wireless**.
2. The message "Initiate as *xxxx* …" (where *xxxx* represents the mode) appears on the screen. The icon at the corner changes to to indicate that the function is available.
3. If multiple networks are detected, a dialog box will appear on the screen for you to select a network.
4. To start the connection, use the desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your Pocket PC will automatically connect.

To end the connection:

1. Tap the icon in the Navigation Bar of the Today screen and tap **Disconnect**.
2. Tap the icon at the lower right corner of the Today screen and tap **Non**.

> **NOTE:** When you are not using the wireless network any more, complete the actions for ending the connection as described above. Leaving the wireless network module active will consume more power.

Using the Pocket PC as a USB Dongle

Through the cradle or ActiveSync cable, you can use your Pocket PC as a USB dongle for a desktop computer so that the computer can connect to a wireless network.

You need to install a specific driver on the desktop computer. To download the driver and installation instructions, visit the website www.justmio.com.

6.3 Modem Connection

With a modem, you can dial in to your ISP or corporate network. Before creating the connection, you need to:

- Have a modem (IR, CompactFlash or SD IO). (For installation information, see the documentation supplied with the product.)
- Obtain the following information from your ISP or network administrator: server phone number, user name, password, domain name and TCP/IP settings.

Create a modem connection as follows:

1. Tap → **Settings** → **Connections** tab → **Connections**.
2. Follow the instructions in the **New Connection** wizard. To view additional settings, tap .
3. In **My ISP** or **My Work Network**, tap **Add a new modem connection**.

> **NOTE:** To change modem connection settings, in either **My ISP** or **My Work Network**, tap **Manage existing connections**. Select the desired modem connection, tap **Settings** and follow the instructions on the screen.

Starting and Ending a Modem Connection

To start the connection, install the modem and connect the modem cable. Then, use the desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your Pocket PC will automatically connect.

To end the connection, tap the icon on the Navigation bar and then tap **Disconnect**.

6.4 Network (Ethernet) Card Connection

Use a network (Ethernet) card to connect directly to a network. You do not need to create a new connection on your Pocket PC. Insert a network card and you can create a connection.

Before creating the connection, you need to:

- Have a network card (CompactFlash or SD IO). (For installation information, see the documentation supplied with the product.)
- Obtain the following information from your network administrator: user name, password and domain name.

Creating a Network Card Connection

1. Insert the network card into your Pocket PC.
2. The first time you insert the card, Network Settings appears automatically so that you can configure the network card. If it does not appear or to change settings later, tap → **Settings** → **Connections** tab → **Connections** → **Advanced** tab → **Network Card**.
3. If you need to enter specific server information, tap the appropriate adapter and then Properties. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.
4. If necessary, connect the network card to the network by using a network cable.

> **NOTE:** You may need proxy server and VPN connection settings. For more information, see your network administrator.

Starting and Ending a Network Card Connection

To start the connection, install the network card and connect the network cable. Then, use the desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your Pocket PC will automatically connect.

To end the connection, remove the card from your Pocket PC.

6.5 Bluetooth

> **NOTE:** Your Pocket PC incorporates Bluetooth and wireless network capabilities, but you cannot use both at the same time.

Your Pocket PC incorporates Bluetooth capability. Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters (30 feet) without requiring a physical connection.

With Bluetooth, you can:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Create a dial-up modem connection between your Pocket PC and a Bluetooth phone. You can then use the Bluetooth phone as a modem.

Selecting Bluetooth Mode

You will need to select a Bluetooth mode before using the function.

1. Tap the icon at the lower right corner of the Today screen and then tap **BlueTooth**.
2. The message "Bluetooth initialize…" appears on the screen. The icon at the corner changes to to indicate that the function is available.
3. Tap → **Settings** → **Connections** tab → **Bluetooth**.
4. Select a mode according to your needs:
   - **On** The Bluetooth radio is turned on and you can use Bluetooth features. However, others Bluetooth devices cannot detect your Pocket PC.
   - **Off** The Bluetooth radio is turned off. In this mode, you can neither send nor receive information by using Bluetooth.
   - **Discoverable** The Bluetooth radio is turned on and all of the other Bluetooth devices within range can detect your Pocket PC and attempt to beam information to it, establish a bond, or use a Bluetooth service.
5. Tap **OK**.

NOTE: By default, the Bluetooth radio is turned off. If you turn it on and then turn off your Pocket PC, the Bluetooth radio also turns off. When you turn on your Pocket PC again, the Bluetooth radio turns on automatically.

Bluetooth Information Exchange

Beaming Information with Bluetooth

1. Turn on the Bluetooth as described earlier in "Selecting a Bluetooth Mode."
2. Tap and hold an item to beam, such as an appointment in Calendar, a task in tasks, a contact card in Contacts or a file in File Manager.
3. Tap **Beam *xxx*** (where *xxx* indicates type of item).
4. Your Pocket PC will search for Bluetooth devices within a range of about 10 meters (30 feet) and display the device names on the screen. Tap the device to which you want to send the beam.

Receiving a Bluetooth Beam

1. Tap → **Settings** → **Connections** tab → **Beam** to make sure that **Receive all incoming beams** is selected (default).
2. Make sure that your Pocket PC is in discoverable mode as described earlier in "Selecting a Bluetooth Mode."
3. Have your Pocket PC within 10 meters (30 feet) of the device beaming the information.
4. When prompted to receive an incoming beam, tap **Yes**.

Bonding with Other Devices

A bond is a relationship that you create between your Pocket PC and another Bluetooth device in order to help exchange information in a secure manner. Creating a bond involves entering the same PIN on the two devices you want to bond. Once a bond is created, the devices need only have their Bluetooth radios turned on to exchange information; they do not need to be in discoverable mode.

Creating a Bond

1. Make sure that the two devices are within 10 meters (30 feet) of one another and that Bluetooth is in discoverable mode on both devices. (See "Selecting a Bluetooth Mode" earlier.)
2. Tap → **Settings** → **Connections** tab → **Bluetooth** → **Bonded Devices** tab → **New.**
3. Your Pocket PC searches for other Bluetooth devices and displays them in the list.
4. Tap the name of the other device and then **Next**.
5. In **PIN**, enter a PIN of between 1 and 16 characters and tap **Next**.
6. Enter the same PIN on the other device.
7. If you want, in **Name**, edit the name of the other device. You may use any name.
8. Tap **Finish**.

Accepting a Bond

1. Make sure that the two devices are within 10 meters (30 feet) of one another and that Bluetooth is in discoverable mode on both devices. (See "Selecting a Bluetooth Mode" earlier.)
2. When prompted to bond with the other device, tap **Yes**.
3. In **PIN**, enter a PIN of between 1 and 16 characters and tap **Next**. You must enter the same PIN that was entered on the device requested the bond.
4. If you want, in **Name**, edit the name of the other device. You may use any name.
5. Tap **Finish**. The bond is created. You can now exchange information with the other device.

> **NOTE:** To delete a bond, tap → **Settings** → **Connections** tab → **Bluetooth** → **Bonded Devices** tab. Tap and hold the bond to delete. Tap **Delete**.

Using a Bluetooth Phone as a Modem

> **NOTE:** Make sure that the GPRS of the Bluetooth phone has been correctly configured and is operating.

You can use a phone that has Bluetooth capabilities as a modem for your Pocket PC. To do this, you create a Bluetooth modem connection on your Pocket PC and then send information to the phone by using Bluetooth.

Creating a Bluetooth Modem Connection

1. Make sure that the Bluetooth phone is turned on, that your Pocket PC's and the phone's Bluetooth radios are turned on, and that your Pocket PC and the phone are within 10 meters (30 feet) of one another.
2. Tap → **Settings** → **Connections** tab → **Connections** → **Add a new modem connection.**
3. Enter a name for the connection.
4. In the **Select a modem** list, tap **Bluetooth** → **Next**.
5. Make sure that the phone is discoverable. Some phones may also need to be pairable in order to accept a bonding request. For more information, see your phone documentation.
6. If the phone appears in the **My Connections** list, skip to step 13. If not, tap **New** and follow the remaining steps.
7. In the list, tap the phone and then **Next**.
8. In **PIN**, enter a PIN of between 1 and 16 characters and tap **Next**.
9. Enter the same PIN on the phone.
10. If you want, in **Name**, edit the name of the phone.
11. Tap **Finish**.
12. In the **My Connections** list, tap the phone and then **Next**.
13. Enter the phone number to dial for this connection and tap **Next**.
14. In **User name**, **Password** and **Domain**, enter the logon information for this connection and tap **Finish**.

Using the Bluetooth Modem

Once you create a modem connection to the Bluetooth phone, you can reuse it whenever you want to use the phone as a modem.

Make sure that the Bluetooth phone is turned on, that your Pocket PC's and the phone's Bluetooth radios are turned on, and that your Pocket PC and the phone are within 10 meters (30 feet) of one another. Start using the program that uses the Bluetooth phone connection; for example Inbox to send and receive e-mail, or Internet Explorer to browse the Web.

Turning off Bluetooth

Tap the icon at the lower right corner of the Today screen and tap **Non**.

> **NOTE:** When you are not using the Bluetooth any more, complete the actions for ending the connection as described above. Leaving the Bluetooth active can consume more power.

6.6 Transferring Items Using Infrared

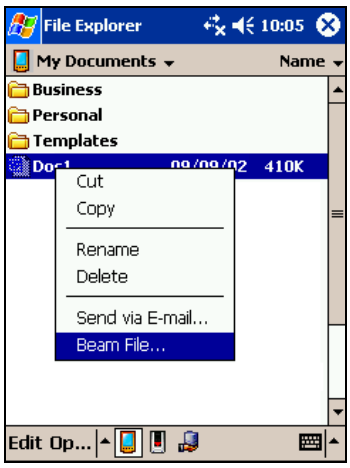
Using infrared (IR), you can send and receive information, such as contacts and appointments, between two devices. In addition, you can use the IR port to synchronize data with your desktop computer, in place of using the synchronizing cable.

Sending Information

1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Align the IR ports so that they are unobstructed and within a close range.

   > **CAUTION:** If the devices are too far apart or if something blocks the path between the two ports, data might not be sent or received correctly.

3. Tap and hold the item and tap **Beam Item** on the pop-up menu.



NOTE: You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send and then tap **Beam File** on the pop-up menu.

Receiving Information

1. Align the IR ports so that they are unobstructed and within a close range.
2. Have the owner of the other device send the information to you.
3. By default, your Pocket PC monitors all incoming beams. A message will pop up on the screen asking if you want to receive. Tap **Yes**.

NOTE:

- You can disable the automatic monitoring of your Pocket PC by tapping → **Settings** → **Connections** tab → **Beam** and unchecking the **Receive all incoming beams** item.
- If the incoming beams are from an older device, you may not be prompted to accept the information. In this case, tap → **Settings** → **Connections** tab → **Beam** → **Receive an infrared beam**.

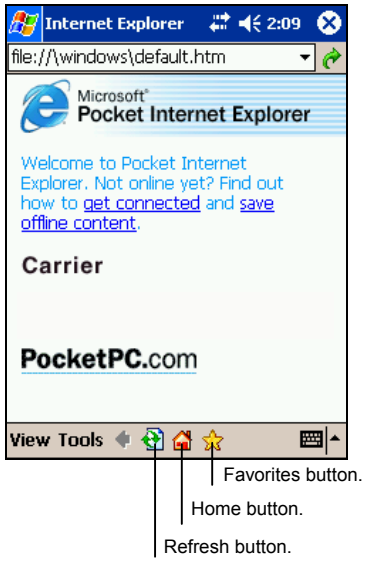
6.7 Using Microsoft Pocket Internet Explorer

Use Microsoft Pocket Internet Explorer to view Web pages in either of these ways:

- Connect to an ISP or network and browse the Web. To do this, you will need to create the connection first, as described in section 7.4.
- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.

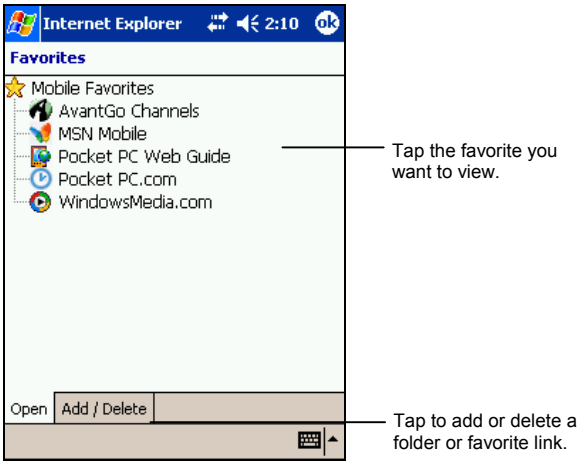
While you are connected to an ISP or network, you can also download files and programs from the Internet or an intranet.

Tap → **Internet Explorer** to switch to the program. The Pocket Internet Explorer home page appears:



Viewing Mobile Favorites and Channels

1. In Internet Explorer, tap the **Favorites** button to display your list of favorites.
2. In the list, tap the page you want to view.



You will see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your Pocket PC, it will be dimmed in the Favorites list. You will need to synchronize with your desktop computer again to download the page to your Pocket PC or connect to the Internet to view the page.

Browsing the Internet

1. Set up a connection to your ISP or corporate network as described in sections 6.2 to 6.4.
2. To connect and start browsing, do one of the following:
   - Tap the **Favorites** button and then tap the favorite you want to view.
   - Tap **View** → **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.

The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop computer will be synchronized with your Pocket PC. This folder is created automatically when you install ActiveSync

Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your Pocket PC. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link (and not the page) will be downloaded to your Pocket PC, and you must connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on your desktop computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 5 or later on your desktop computer, you can download mobile favorites to your Pocket PC. When you synchronize your desktop computer and Pocket PC, the content of your mobile favorites is downloaded to your Pocket PC so that you can view pages while you are not connected to your ISP or your network.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools**, and then click **Create Mobile Favorite**.
   - To change the link name, enter a new name in the Name box.
   - To change how often the mobile favorite is updated, select a desired update schedule under **Update**.
2. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.
3. If you want to download the pages that are linked to the mobile favorite you just created, right-click the mobile favorite and then click Properties. On the Download tab, specify the number of links deep you want to download. To conserve memory on your Pocket PC, download only one level of links.
4. Synchronize your Pocket PC and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your Pocket PC.

NOTE: If you do not specify an update schedule, you must manually download content to keep the information updated on your desktop computer and Pocket PC. Before synchronizing, in Internet Explorer on your desktop computer, click **Synchronize** on the **Tools** menu. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.

CAUTION: You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, on the **View** menu, click **Toolbars**, and then click **Customize**.

Conserving Memory

Mobile favorites take up storage memory on your Pocket PC. Follow these tips to minimize the amount of memory used:

- Use ActiveSync settings to turn off photos and sounds for the Mobile Favorites information type or to stop some mobile favorites from being downloaded to your Pocket PC. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change, and then click **Properties**. On the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your Pocket PC. Then you synchronize your Pocket PC with your desktop computer or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

To sign up for AvantGo:

1. In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your Pocket PC, tap the **Favorites** button to display your list of favorites.
3. Tap the AvantGo Channels link.
4. Tap the **Activate** button.

5. Follow the directions on the screen. You will need to synchronize your Pocket PC with your desktop computer, and then tap the **My Channels** button to complete the AvantGo setup.

When synchronization is complete, tap the **AvantGo Channels** link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

7 Troubleshooting and Maintenance

This chapter gives solutions to common Pocket PC problems you may encounter. It also provides guidelines on taking care of your Pocket PC.

NOTE: If you encounter a problem you cannot solve, contact your dealer for assistance.

7.1 Resetting Your Pocket PC

CAUTION: Resetting will cause unsaved data to be lost.

Resetting your Pocket PC is similar to restarting your desktop computer. It restarts the operating system, but you will lose any unsaved data.

Occasionally, you may need to reset your Pocket PC; for example, you should reset:

- After you restore data from your desktop computer.
- When your Pocket PC stops responding; in other words, it appears to be "frozen" or "locked up."

Follow this procedure to reset your Pocket PC:

1. Remove the SD/MMC and/or CompactFlash card (if installed).
2. Use the stylus to press the reset button on the rear of your Pocket PC.

7.2 Restoring Factory Default State

In some cases, you may need to restore your Pocket PC to the factory default state by clearing the memory (RAM) from your Pocket PC. For example, you should clear the memory:

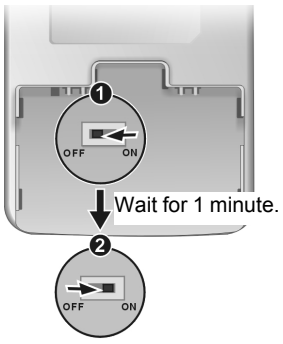
- When your Pocket PC does not respond after being reset.
- When you forget your password.

Clearing the memory means all data you have entered in RAM, including all files, system settings and additional programs you have installed, will be erased. (Programs installed to ROM at the factory are not affected.)

> **CAUTION:**
> - To ensure the integrity of your data should it be necessary to clear the memory, you're advised to regularly back up your data. (For information on backing up data, see section 3.5.)
> - Do not slide the battery switch unless it is necessary.

Follow this procedure to clear the memory from your Pocket PC:

1. Backup your information if necessary.
2. Disconnect all cables, including the AC adapter, from your Pocket PC.
3. Stop all running programs by tapping → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab → **Stop All**.
4. Press the battery lock to remove the battery.
5. Use the stylus to slide the battery switch to the OFF (left) position.
6. Wait for 1 minute and then slide the switch back to the ON (right) position.
7. Your Pocket PC will automatically turn on and display the "Welcome" screen.



> **NOTE:** In case your Pocket PC didn't automatically turn on, use the stylus to firmly press the RESET button at the back of your Pocket PC to turn it on.

8. To begin the Welcome Wizard, tap the screen with the stylus and follow the onscreen instructions to complete the Welcome Wizard.

9. Reestablish a. partnership with your desktop computer.
10. You may also want to restore data to your Pocket PC from your most recent backup file.

> **NOTE:** If the battery completely runs out of power and is not charged in time, you will get the same result as you restore the factory default state.

7.3 Power Problems

Power does not turn on when using battery power

- The remaining battery power may be too low to run your Pocket PC. Connect the AC adapter to your Pocket PC and to external AC power. Then, turn on your Pocket PC.

Battery runs out of power quickly

- You might be using your Pocket PC in ways that drain power quickly. (See "Power-Saving Tips" in section 3.1 for more information.)

7.4 Memory Problems

If a warning message of not enough memory appears due to the memory allocation problem, try the following to free memory on your Pocket PC.

> **CAUTION:** Be discreet when you delete files. Deleting files of which the function is unknown can cause programs or features to malfunction. It is appropriate to make a backup before deleting files.

- Delete files you no longer need. Tap → **Programs** → **File Explorer**. Tap and hold the file you wish to delete and then tap **Delete** on the pop-up menu. To find your largest files, tap → **Find**. In the **Type** list, tap **Larger than 64KB** → **Go**.
- Remove programs you no longer need. Tap → **Settings** → **System** tab → **Remove Programs**. Tap the program you want to remove and then tap **Remove**.
- In Internet Explorer options, delete all files and clear history. In Internet Explorer, tap **Tools** → **Options**. Tap **Delete Files** and **Clear History**.

- If you are copying files from a computer or device to your Pocket PC, try adjusting the slider in the Memory setting. Tap → **Settings** → **System** tab → **Memory** icon. Check if you can manually move the slider before copying files. The maximum storage memory that your Pocket PC can allocate is around 31MB. This means that you cannot save files larger than 31MB to the RAM of your Pocket PC.
- Stop programs you are not currently using. In most cases, programs automatically stop to free needed memory. However, in some situations, such as when confirmation dialog boxes are waiting for a user response, the program may not be able to automatically stop. To check the state of your active programs, tap → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab. Tap the program you want to view and then tap **Activate**. Close any open windows or messages and return the program to list view. If this does not work, you can stop the program manually. First, make sure that your work is saved by closing open items and returning the program to list view. Then, stop the program by tapping **Stop** or **Stop All** on the **Running Programs** tab.
- Reset your Pocket PC as described in section 7.1.

If you have a storage card, move data to the storage card as described below.

- Tap → **Programs** → **File Explorer**. Tap and hold the file you want to move and tap **Cut**. Browse to **My Documents** folder in the storage card folder, tap **Edit** → **Paste**. Files stored in folders other than My Documents or stored in subfolders within subfolders in My Documents may not show up in the list view of some programs. When using Notes, Pocket Word Pocket or Excel, you can also move files by opening the item and tapping **Tools** or **Edit** then **Rename/Move**.
- Move email attachments. In Inbox, tap **Tools** → **Options** → **Storage** tab and select **Store attachments on storage card**. All attachments are moved to the storage card and new attachments are automatically stored on the storage card.
- Set programs such as Notes, Pocket Word and Pocket Excel to automatically save new items on the storage card. In the program, tap **Tools** → **Options**.

7.5 Screen Problems

Screen is off

If the screen does not respond even after you press the power button, try the following in order until the problem is solved:

- Connect the AC adapter to your Pocket PC and to external AC power.
- Reset your Pocket PC as described in section 7.1.

Screen responds slowly

- Make sure that your Pocket PC is not running out of battery power or running many active programs. If the problem still exists, reset your Pocket PC as described in section 7.1.

Screen freezes

- Reset your Pocket PC as described in section 7.1.

Screen is hard to read

- Make sure that the backlight of the display is on.
- Move to a location with enough light.
- If you're having a hard time reading a document on the screen, try adjusting the zoom percentage or text size.
  - ✓ In Notes, tap **Tools** and select a zoom percentage.
  - ✓ In Pocket Word and Pocket Excel, tap **View** → **Zoom** and select a zoom percentage.
  - ✓ In Pocket Internet Explorer, tap **View** → **Text Size** and select a size.
  - ✓ In Calendar, Contacts and Tasks, tap **Tools** → **Options** and select **User large font**.

Inaccurate response to stylus taps

- Realign the touch screen. Tap → **Settings** → **System** tab → **Align Screen** icon. If you cannot correctly tap your selection, turn off the Pocket PC. Press in the scroll dial and, while keeping it pressed, press the power button to turn on the Pocket PC. You can then start to align the touch screen.

7.6 Connection Problems

Cradle Connection Problems

- Make sure that your Pocket PC is properly seated on the cradle.
- Make sure that you have installed the correct version of ActiveSync on your desktop computer. Install the version ActiveSync included with your Pocket PC.
- Make sure that your Pocket PC and your desktop computer are both turned on before establishing the connection.
- Make sure that the cable is securely plugged into the USB port on your desktop computer. Connect the USB cable directly to your desktop computer—do not run the cable through a USB hub.
- Make sure that the USB connection is enabled in ActiveSync on your desktop computer. If the USB connection is already enabled, disable the USB connection, close the Connection Settings window and then reopen and re-enable the USB connection.
- Reset your Pocket PC before connecting the cable. (See section 7.1.) Always disconnect your Pocket PC before you restart your desktop computer.
- Connect only one Pocket PC or personal digital assistant to your desktop computer at a time.
- Make sure that you do not have any other active connections. Tap and tap **Today**. Tap or at the bottom of the screen and then tap **Disconnect**.

Infrared Connection Problems

- Transfer only one file, or no more than 25 contact cards, at a time.
- Position the IR ports so that they line up in a distance less than 20 cm (8 inches) but more than 5 cm (2 inches) apart.
- Make sure that there are no obstacles between the two IR ports.

- Adjust the room lighting. Some types of light interfere with IR communications. Try moving to a different location or turning off some lights.

Modem Connection Problems

Unable to dial out

- Do not install your Pocket PC in the cradle. You cannot dial out if your Pocket PC has an active connection with your desktop computer.
- Make sure that the telephone line is connected correctly.
- Make sure that the telephone line is analog. Do not connect a modem to a digital telephone line unless it is specifically designed for use with a digital line.

Able to dial out but unable to make a proper connection

- Make sure that the network you are trying to connect supports the Point-to-Point Protocol (PPP). Your ISP or network administrator can verify this.
- Make sure that your dialing location is correct. Tap → **Settings** → **Connections** tab → **Connections** → **Advanced** tab → **Select Location**. To view help information, tap .
- Make sure that the phone number you are trying to reach is correct. Tap → **Settings** → **Connections** tab → **Connections** → **Manage existing connections**. To view help information, tap .

Modem connection is unreliable

- Make sure that the modem is installed properly.
- Make sure that the telephone line is connected correctly.

Network Connection Problems

- Make sure that the network card is compatible with your Pocket PC.
- Make sure that you have installed the proper drivers for your Pocket PC.

- In the properties for your network card, make sure that you have correctly configured the IP settings, and the addresses of your DNS servers and/or WINS servers. Your network administrator can verify this.
- Make sure that you have added necessary server information. Tap → **Settings** → **Connections** tab → **Connections** → **Advanced** tab → **Network Card**. Select the installed network card (usually the card's name) and enter any necessary information. Most networks use DHCP to assign IP addresses dynamically; you should not have to change or enter any IP address settings unless your network administrator instructs you to do so.
- If **Network Connection** is not listed as a connection method in the ActiveSync dialog box when starting synchronization, wait a few minutes and try again. Also, if synchronization does not start right away, the network is probably busy, and it may take a minute for your Pocket PC to connect to the network.
- Verity with your network administrator that your user name and password are correct.
- Verity with your network administrator that the network you are trying to connect to is available, to try to connect to it from another computer.
- You may need to change the device name if you are trying to connect to a network and cannot because another device with the same name is already connected. To change the device name, tap → **Settings** → **System** tab → **About** → **Device ID** tab.

7.7 Taking Care of Your Pocket PC

Taking good care of your Pocket PC will ensure trouble-free operation and reduce the risk of damage to your Pocket PC.

General Guidelines

- Keep your Pocket PC away from excessive moisture and extreme temperatures.
- Avoid exposing your Pocket PC to direct sunlight or strong ultraviolet light for extended periods of time.
- Do not place anything on top of your Pocket PC or drop objects on top of your Pocket PC.
- Do not drop your Pocket PC or subject it to severe shock.
- Store your Pocket PC in a protective cover when not in use.
- Do not subject your Pocket PC to sudden and severe temperature changes. This could cause moisture condensation inside the unit that could damage your Pocket PC. In the event of moisture condensation, allow you Pocket PC to dry out completely.
- Take care not to sit on your Pocket PC when it is located in the back pocket of trousers, etc.
- Do not carry your Pocket PC with a card inserted. This can result in the damage or loss of the card.
- The screen surface is easily scratched. Use only the stylus to tap on the screen. Avoid touching it with your fingers, pens, pencils or any other sharp objects.
- Never clean your Pocket PC with its power on. Use a soft, lint-free cloth moistened with water to wipe the screen and the exterior of your Pocket PC.
- Do not use paper towels to clean the screen.
- Never attempt to disassemble, repair or make any modifications to your Pocket PC. Disassembly, modification or any attempt at repair could cause damage to your Pocket PC and even bodily injury or property damage.

- Do not store or carry flammable liquids, gases or explosive materials in the same compartment as your Pocket PC, its parts or accessories.

Travel Guidelines

- Before traveling with your Pocket PC, back up your data. As an added precaution, bring along a backup copy.
- Remove the SD/MMC card, if installed, from the slot.
- Turn off your Pocket PC and disconnect all external devices.
- Make sure that the battery is fully charged.
- Take the AC adapter with you. Use the AC adapter as the power source and as a battery-recharger.
- Keep your Pocket PC inside its protective cover when you are not using it on the road.
- Hand-carry your Pocket PC in a protective cover. Do not check it in as luggage.
- If you plan to travel abroad with your Pocket PC, consult your dealer for the appropriate AC adapter for use in your country of destination.
- If you plan to make modem connections abroad, make sure that you have the correct modem and cable for your country of destination.

A Regulatory Information

NOTE: Marking labels located on the exterior of your device indicate the regulations that your model complies with. Please check the marking labels on your device and refer to the corresponding statements in this chapter. Some notices apply to specific models only.

A.1 Class B Regulations

USA

Federal Communications Commission Radio Frequency Interference Statement

NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC rules. Operation is subject to The following two condition: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including Interference that may cause undesired operation.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Important Note

FCC Radiation Exposure Statement

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. Users must follow the specific operating instructions for satisfying RF exposure compliance.

This transmitter must not be operated in conjunction with any other antenna or transmitter.

Canada

Canadian Department Of Communications
Radio Interference Regulations Class B Compliance Notice

This Class B digital apparatus meets all requirements of the Canada Interference-Causing equipment regulations.

Cet appareil numérique de Classe B respecte toutes les exigences du Règlement Canadien sur le matériel brouileur.

A.2 European Notice

Products with the CE marking comply with Radio & Telecommunication Terminal Equipment Directive (R&TTE) (1995/5/EEC), the Electromagnetic Compatibility Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) – as amended by Directive 93/68/ECC - issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Standards:

EN 300328: Electronic compatibility and Radio spectrum Matters, Wideband Transmission system; Data transmission equipment operating in the 2.4GHz ISM band and using spread spectrum modulation techniques.

EN301489-1: Electronic compatibility and Radio spectrum Matters, ElectroMagnetic Compatibility (Common technical requirements)
EN301489-17: Electronic compatibility and Radio spectrum Matters, ElectroMagnetic Compatibility (Specific conditions for Wideband data and HIPERLAN equipment)
EN55022: Radio disturbance characteristics
EN55024: Immunity characteristics
EN6100-3-2: Limits for harmonic current emissions
EN6100-3-3: Limitation of voltage fluctuation and flicker in low-voltage supply system
EN60950 : Product Safety

The manufacturer cannot be held responsible for modifications made by the User and the consequences thereof, which may alter the conformity of the product with the CE Marking.

The manufacturer cannot be held responsible for modifications made by the User and the consequences thereof, which may alter the conformity of the product with the CE Marking.

A.3 About the AC Adapter

The AC adapter is designed to ensure your personal safety and to be compatible with this equipment. Please follow these guidelines:

- Use only the AC adapter (DELTA, ADP-10SB series) supplied with your Pocket PC. Use of another type of AC adapter will result in malfunction and/or danger.
- This product is intended to be supplied by a LISTED Power Unit marked with “LPS”, “Limited Power Source” and output rated + 5 V dc / 2 A”.
- Do not use the adapter in a high moisture environment. Never touch the adapter when your hands or feet are wet.
- Allow adequate ventilation around the adapter when using it to operate the device or charge the battery. Do not cover the AC adapter with paper or other objects that will reduce cooling. Do not use the AC adapter while it is inside a carrying case.
- Connect the adapter to a proper power source. The voltage and grounding requirements are found on the product case and/or packaging.

- Do not use the adapter if the cord becomes damaged.
- Do not attempt to service the unit. There are no serviceable parts inside. Replace the unit if it is damaged or exposed to excess moisture.

A.4 About the Battery

- **Caution:** Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.
- Replace only with the same or equivalent type recommended by the manufacturer.
- Do not mutilate, puncture, or dispose of battery in fire. The battery can burst or explode, releasing hazardous chemicals.
- Use specified charger only.

A.5 About the Infrared LED

The IR port located on the top side of the Pocket PC is evaluated as a Class 1 LED (Light-Emitting Diode) device according to International Standard IEC 60 825-1 (EN60825-1) requirements.

CLASS 1 LED PRODUCT

A.6 About the Electrostatic Discharge

Electrostatic discharges can interfere with the normal functioning of the electronic devices. Your equipment can behave abnormally owing to such an event, resulting in the possible data corruption or loss of unsaved data. To recover from this, reset your equipment.

To avoid losing data due to electrostatic discharges or other types of events, it is recommended that you regularly save and backup data.

Index

A

AC adapter
  Cautions, 113
  Connecting, 8
Accessory, 13
ActiveSync, 63
  Connector, 5
  Installing on desktop computer, 10
  Synchronizing data, 64
  Synchronizing e-mail messages, 55
  Synchronizing from a remote location, 65
  Synchronizing mobile favorites, 97
Appointment
  Changing, 45
  Creating, 44
  Summary screen, 45
Authentication, wireless network, 86
AvantGo, 99

B

Backing up data, 40
  Using ActiveSync, 40
  Using eBackup, 81
Backlight setting, 37
Backup battery switch, 102
Battery, 3
  Cautions, 113
  Charging, 8
  Checking remaining battery power, 31
  Lock, 3
  Power low, 31
Beam, 37
Beaming information
  Bluetooth, 91
  Infrared, 94
Block Recognizer, 22
Bluetooth, 90
Bond, Bluetooth, 91
Buttons
  Power, 2
  Program, 2
  Record, 4
  Reset, 3
  Scroll dial, 4
  Settings, 36

C

Calendar, 43
  Creating an appointment, 44
  Creating meeting requests, 46
  Summary screen, 45
Certificate, 37
  Personal, 38
  Root, 38
CF. *See* CompactFlash
Charging the battery, 8
  Indicator, 2

Cleaning, 109
ClearType, 37
Clock, 37
Command bar, 18
CompactFlash card, 13
CompactFlash slot, 5
Companion CD, vii, 10
Connections, 37, 85
  Connecting to a desktop computer, 64
  Troubleshooting, 106
Connector
  ActiveSync, 5
  Headphone, 5
  Power connector on cable, 6
  Power connector on Pocket PC, 4
  USB connector on cable, 6
Contacts, 47
  Changing, 49
  Chatting with contacts, 74
  Creating, 47
  Finding, 49
  MSN Messenger, 73
  Summary screen, 49
  Viewing, 49
Converting writing to text, 24
Cradle, 6
  Connecting to AC adapter, 8

D

Date, 37
Discoverable, bluetooth, 90
Drag, stylus, 14
Drawing on the screen, 26
  Pocket Word, 69

E

eBackup, 81
E-mail service setting up, 56
Entering information, 21
Ethernet, 88
E-Viewer, 82
Excel. *See* Pocket Excel

F

Features, 1
File Explorer, 39
Find feature, 39

G

GSM file format, 29

H

Hardware information, 37
Headphone, 13
Headphone connector, 5

I

Icon
  Program, 19
  Status, 17
IMAP4 e-mail server, 56
  Folder behavior, 61
Inbox, 55
  Connecting to e-mail servers, 56
  Managing messages and folders, 60
  Sending a message, 60
  Setting up email service, 56
  Synchronizing e-mail messages, 55
  Using message list, 57
Indicator
  Charging, 2
  Notification, 2
Infrared, 5
  Cautions, 114
  Transferring items, 94
  Troubleshooting, 106
Input, 21
  Settings, 36

Input panel, 21
Button, 18
Instant messages, 72
Internet
Browsing, 97
Internet Explorer. *See* Pocket Internet Explorer
IR port, 5

L

Letter Recognizer, 22

M

Meeting requests, 46
Memory
Additional, 35
Clearing, 102
My Flash Disk, 35
Program, 35
RAM, 35
ROM, 40
Settings, 37
Storage, 35
Storage card, 35
Troubleshooting, 103
Memory card, 12. *See* Storage card
Menu
Settings, 36
Start menu, 18
Microphone, 5
Microsoft Mobile Devices Web site, vii
Microsoft Pocket Outlook, 43
Microsoft Reader, 76
Downloading books, 76
Reading a book, 77
Removng a book, 79
Using the Library, 76
Mini-USB connector, 5
MMC card, 12
MMC slot, 4
Mobile favorites
Creating, 98
Reducing storage memory for, 99
Specifying level of links, 98
Synchronizing, 97
Updating schedule, 98
Viewing, 96
Modem connection, 88
MP3, 75
MSN Messenger, 72
MultiMediaCard, 4, 12
My Flash Disk, 35
My ISP, 85
My Pictures, 80
My Text, 30
My Work Network, 85

N

Navigation bar, 18
Navigation button, 2
Using, 15
Network card connection, 88
Notes, 53
Creating, 54
Template, 54
Notification, 20
Indicator, 2
Settings, 36

O

Owner information, 36

P

Partnership, 64
Pass through, 64
Password, 38
PCM file format, 29
Pen button, 23
Pictures, 80
Pocket Excel, 70

Creating a workbook, 70
Customizing display of, 72
Opening a workbook, 71
Passwords, 72
Template, 70
Zooming, 72
Pocket Internet Explorer, 96
Clearing history, 103
Delete all files, 103
Pocket Word, 67
Creating a document, 67
Drawing mode, 69
Opening a document, 69
Template, 67
Typing mode, 68
Writing mode, 68
Zooming, 70
POP3 e-mail server, 56
Folder behavior, 61
Pop-up menu, 20
Power, 31
Checking remaining battery power, 31
Connecting, 8
Connector on cable, 6
Connector on Pocket PC, 4
Low battery, 31
Saving, 34
Settings, 37
Troubleshooting, 103
Power button, 2, 9, 34
Program buttons, 2
Program memory, 35
Programs
Adding, 40
Adding to Start menu, 41
Icon, 19
Removing, 41, 42
Stopping, 104
Switching, 19
Protective cover, 13

R

RAM, 35
Record button, 4
Using, 28
Recording, 28
File formats, 29
Playing back, 28
Recording toolbar, 28
Regional settings, 37
Regulatory information, 111
Removing programs, 37
Reset button, 3, 101
Resetting, 101
Restarting, 101
Restoring factory defaults, 102
Resume, 9
Retoring data
Using eBackup, 82
ROM, 40
Running programs, 19

S

Screen
Adjusting zoom percentage, 105
Aligning, 37
Backlight setting, 37
Realigning, 105
Troubleshooting, 105
Scroll dial, 4
SD card, 12
SD slot, 4
Secure Digital, 4, 12
Soft keyboard, 21
Sound
Settings, 36
Speaker, 2
Start menu, 18
Status icon, 17
Storage card, 12
Backing up data, 81
Moving files to, 104

Storage memory, 35
Stylus, 5
  Using, 14
Suspend, 9, 34

T

Taking care, 109
Tap and hold, stylus, 14
Tap, stylus, 14
Tasks, 50
  Changing, 52
  Creating, 51
  Due date, 51
  Start date, 51
  Summary screen, 52
Template
  Notes, 54
  Pocket Excel, 70
  Pocket Word, 67
Time, 37
Today screen, 16
  Settings, 36
To-do list. *See* Tasks
Touch screen. *See* Screen
Transcriber, 23
Traveling, 110
Troubleshooting, 101
  Cable connection, 106
  Cradle connection, 106
  Infrared connection, 106
  Memory, 103
  Modem connection, 107, 108
  Network connection, 107
  Power, 103
  Screen, 105
Turning off, 9
Turning on, 9

U

USB connector, 6
USB Cradle. *See* Cradle
USB device
  Connecting, 5
  Note, 6
USB dongle, 87

V

Voice notes. *See* Recording
Volume control, 36

W

Welcome Wizard, 8
Windows Media Player, 75
Wireless LAN. *See* Wireless network
Wireless network, 85
Word. *See* Pocket Word
Writing on the screen, 23
  Pocket Word, 68